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ABSTRACT

The 1975-77 edition of the faculty handbook for the State University College of Arts and Science at Geneseo details the administrative organization including each area's responsibilities. Also discussed are professional staff leaves; consultancies and other professional services; research policies; affirmative action; academic responsibilities; teaching faculty promotions, tenure and contract renewal; professional standards and ethics committee; counseling of students; the use of the instructional resources center; fringe benefits; and services. (JMF)

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COLLEGE OF ARTS and SCIENCE
GENESEO, NEW YORK

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HE 007 217

COLLEGE HANDBOOK 1975-77

STATE UNIVERSITY COLLEGE OF ARTS AND SCIENCE
GENESEO, NEW YORK

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STATE UNIVERSITY COLLEGE OF ARTS AND SCIENCE
GENESEO, NEW YORK

COLLEGE HANDBOOK

The Policies of the Board of Trustees of the State University of New York require the chief administrative officer of each college to be responsible for the preparation and publication of a college handbook.*

> "Such handbook should include an administrative organization chart, a statement of administrative responsibilities, faculty by-laws, local policies and such other information concerning the college as he may deem advisable and shall be made available to all members of the academic staff of the college."

This publication by statement or reference is intended as a comprehensive guide to individual faculty members in their participation in the daily activities of the college.

They will find here statements of policy and guides to procedures which are intended to minimize confusion and increase professional efforts.

Prepared by the Vice President for Academic Affairs

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*State University of New York, Policies of the Board of Trustees, February 1, 197[illegible], p. 6.

OFFICE OF THE PRESIDENT - ORGANIZATION & RESPONSIBILITIES

DIVISION OR DEPARTMENT		SECRETARY	RESPONSIBILITY	OFFICE - PHONE
President	Robert W. MacVittie	Theodora Greenman Lenora McMaster	Over-all college administration	Erwin 207 5501
Assistant to the President	Frank R. Kemerer	Lenora McMaster	General assistance	Erwin 202 5551
Office of College Relations - Director Photographer	Arthur E. Hatton Roger B. Smith	Nancy Wilson	Public information, college relations, publications, advertising	Erwin 201 5516
Alumni - Director, and Assistant Director - College Relations	Angela B. Saunders	Sharon Curtis	Alumni relations, coordination of local alumni chapters and assist in college relations	Erwin 201 5516, 5506

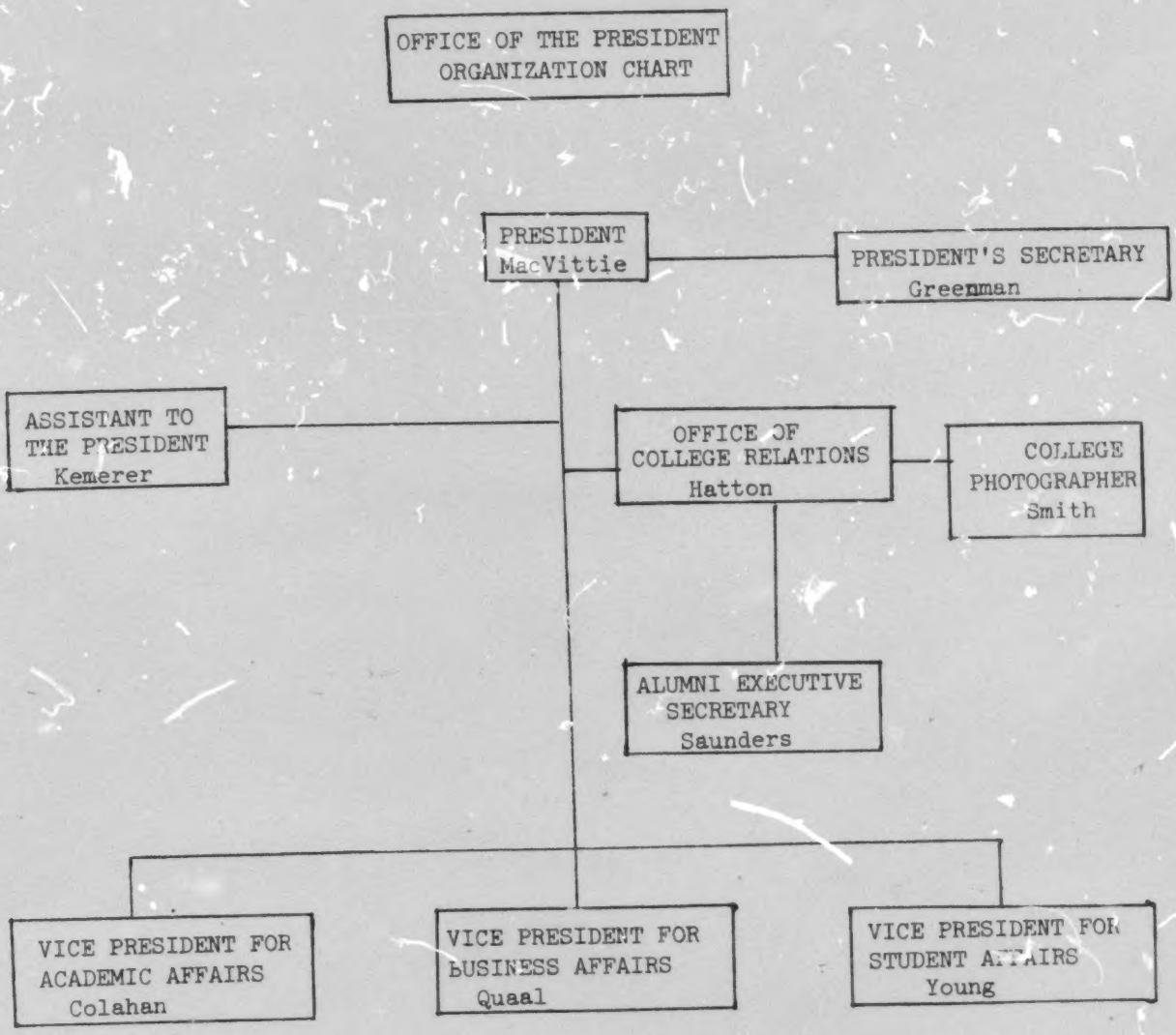
OFFICE OF ACADEMIC AFFAIRS - ORGANIZATION

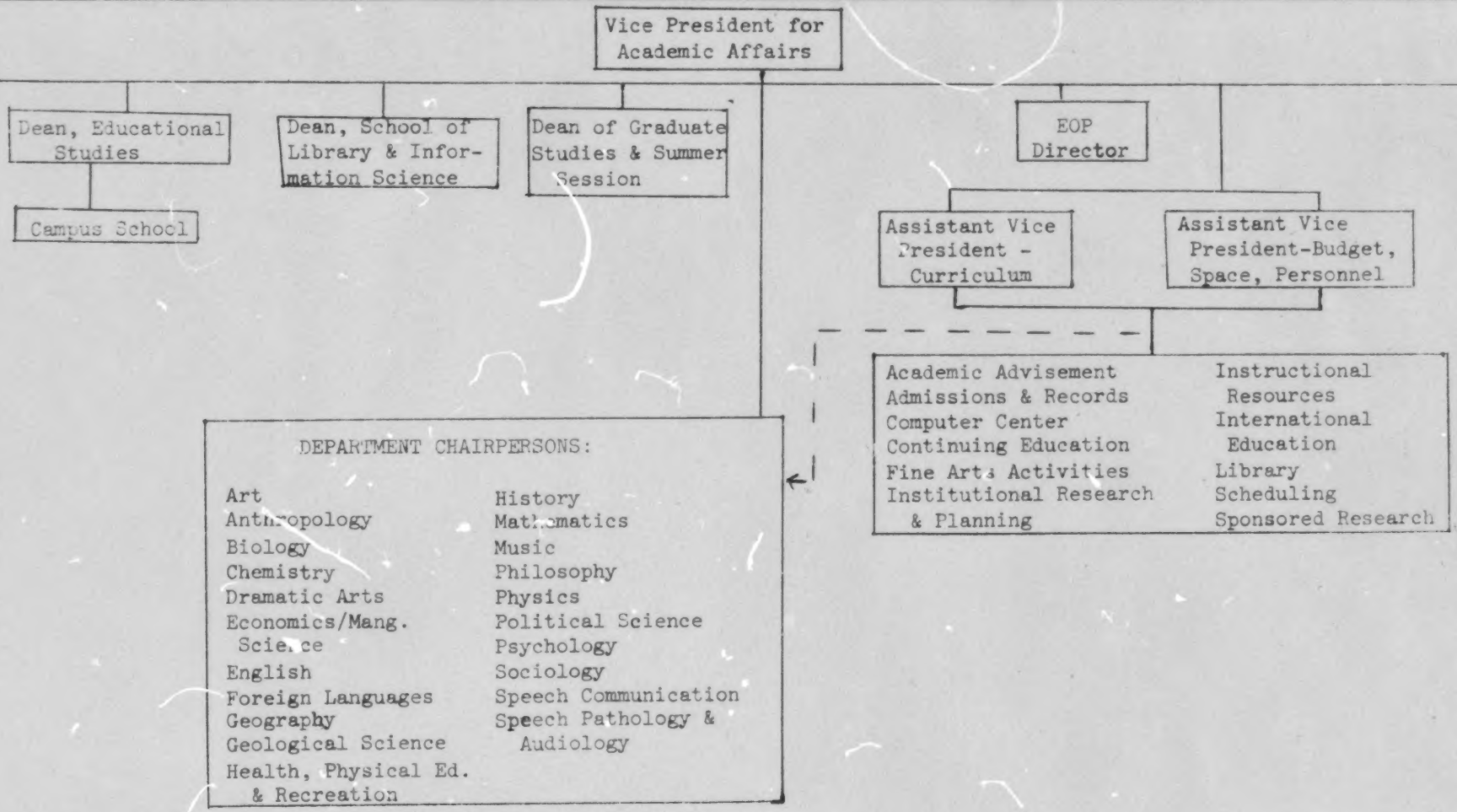
Division or Department		Secretary	Office	Phone
Vice President	Thomas S. Colahan	Gloria Tarantella	Erwin 205	5531
Assistant Vice President	Bruce Ristow	Charlotte Yauchzy	Erwin 205	5534
Assistant Vice President	Virginia Kemp	Charlotte Yauchzy	Erwin 205	5536
Director of Admissions & Records	Spencer J. Roemer	Gene Gates	Erwin 128	5571
Registrar	Ernest F. LaVigne	Mary Montemarano	Erwin 102	5566
Director of Computer Center	Carl Kellogg	Joan Strobel	Erwin 011	5581
Director of EOP	Isom Fearn	Roberta Griffin	Wads 9B	5725
Coordinator of Fine Arts	Bertha V. Lederer	Dora Pfeifer	Fine Arts 181	5401
Director of Instructional Resources	L. Robert Freiburger	Betty Ancker	Newton 135	5576
Manager, Radio Station	John Davlin	Virginia Halbert	Blake B 6A	5586
Director Institutional Research	James McNally	Ruth Newell	Erwin 220A	5553
Director College Libraries	Richard Quick	Kathleen Gormel	Milne 222	5591
Dean Educational Studies	Nicholas LaGattuta	Nancy Smith	Blake C 119	5556
Principal Campus School	Homer Nahabetian	Cathy Jans	Holcomb 203	5526
Dean Graduate Studies & Summer Session	Douglas Harke	Nancy Baker	Erwin 221	5546
Dean Instruction & Advisement	Robert Redden	Phyllis Kellogg	Erwin 107C	5541
Coordinator Academic Advisement	Joan Schumaker	Glenda Siraguse	Erwin 107B	5541
Dean School of Library & Information Science	Ivan Kaldor	Maxine Lapiana	Fraser 105E	5322
Scheduling Officer	Thomas Nickson	Marsha Britt	Erwin 222C	5538
Department of Anthropology	Wendell Rhodes	Pauline Johnson	Sturges 119	5277
Department of Art	Paul Hepler	June Hagan	Fine Arts 163	5414
Department of Biology	Allan Reid	Dorothy Linsner	Bailey 106	5301
Department of Chemistry	Kevork Nahabedian	Catherine Parker	Greene 325	5314
Department of Dramatic Arts	John Barrett	Anne Forbes	Fine Arts 217	5441
Department of Economics and Management Science	David Martin	Anne Lapiana	Welles 226	5467
Department of English	William Rueckert	Darla Penta	Blake E 218	5273

Division or Department		Secretary	Office	Phone
Department of Foreign Languages	Gifford Orwen	Helen Sawyer	Blake D 120	5427
Department of Geography	Donald Innis	Penny Minemier	Sturges 204A	5138
Department of Geological Sciences	James Scatterday	Carol Carberry	Greene 223	5291
Department of Health, Physical Education & Recreation	Daniel Mullin	Ruth Robinson	Schrader 102	5346
Department of History	William Derby	Mary Cicero	Sturges 309	5174
Department of Mathematics	William Small	Gail Couch	Blake E 111	5127
Department of Music	Robert Isgro	Pat Walker	Fine Arts 302	5424
Department of Philosophy	James Wilbur	Freda Hark	Welles 103	5231
Department of Physics & Astronomy	Robert Sells	Judy Worden	Greene 223	5281
Department of Political Science	Virginia Kemp	Laureen Scherner	Welles 225	5471
Department of Psychology	Charlie Moon	Harriet Lowell	Sturges 16A	5105
Department of Sociology	James Watson	Nancy Hooker	Sturges 124A	5115
Department of Speech Communication	R. Stanley Rutherford	Cathy Lander	Blake B 104	5228
Department of Speech Pathology & Audiology	John Paul	Carol Montelsone	Sturges 218	5128

OFFICE OF BUSINESS AFFAIRS - ORGANIZATION & RESPONSIBILITIES

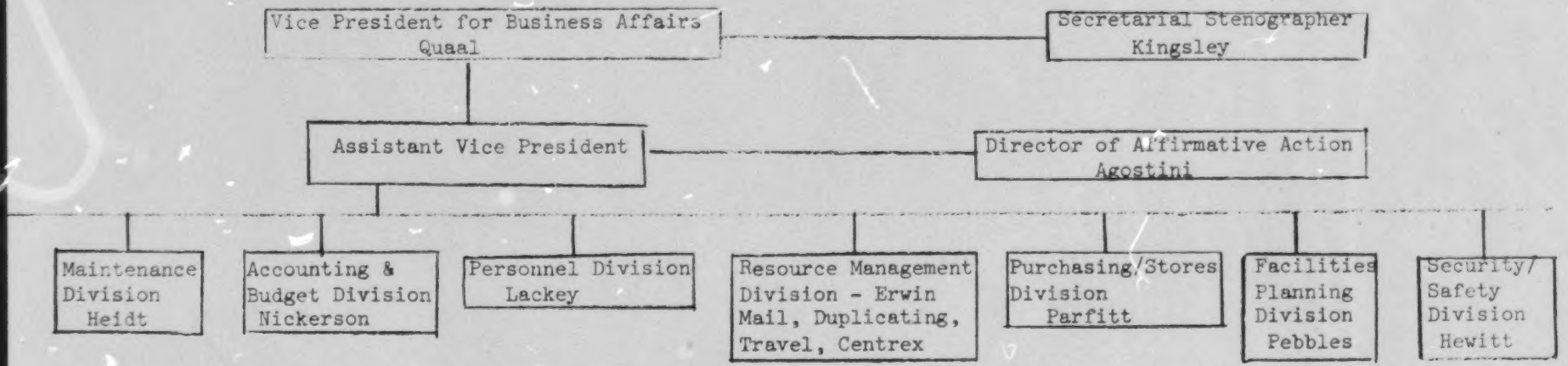
DIVISION OR DEPARTMENT		DIVISION OR DEPARTMENT SECRETARY	RESPONSIBILITY	OFFICE - PHONE
Vice President	Van Quaal	Catherine Kingsley	Business Affairs	Erwin 208 5601
Assistant Vice President		Susan Voorhees	Legal Matters, Sponsored Research, Employee Relations	Erwin 219 5561
Business Officer	Howard Erwin	Frances Michel	Resources Management	Erwin 218 5616,8
Personnel	Donald Lackey		Sr. Personnel Administrator	Erwin 218 5616,8
	Carolyn Allen		Payroll	Erwin 218 5616,8
Budget-Director	John Nickerson	Catherine Reinholtz	Budget Development	Erwin 217 5606
Accounting	Mary Ellen Rowley		Accounting	Erwin 217 5606
Bursar	Linda David		Accounts Receivable	Erwin 103 5621
Vouchering	Vera Tuttle		Accounts Payable	Erwin 217 5606
Centrex	Carolyn Hatfield		Telephone Service	Erwin 217 5631
Security-Director	George Hewitt	Pamela Kemp	Campus Security	Blake A300 5651
Assistant	Peter Blind			Blake A300 5651
Facilities Planning-Director	Donald Pebbles	Yola Carpenter	Facilities Planning and Rehabilitation	Erwin 222 5511
Assistant	James Parmley			Erwin 222 5511
Maintenance-Director	Walter Heidt	Carolyn Wyant	Plant Operation	Service 102 5663
Assistant	Thomas Scorsone			Service 102 5661
Custodial-Head				
Head Janitor-Non-Resident Bldg.	Peter Least	Helen Flynn	Custodial-Academic, Administrative	Fraser 3 5693
Head Janitor-Residence Halls	Robert Walter	Helen Flynn	Custodial-Residences	Fraser 3 5693
Purchasing-Director	David Parfitt	Norma Dalrymple	Equipment Acquisitions and Supplies	Erwin 217 5611
Assistant	Peter Rua	Mary O'May	Central Stores, Central Duplicating	Erwin 217 5611
General Services		Margo Guy	Travel - Staff	Erwin 217 5623
		Jean Perry	Mail	Fraser 5691


OFFICE OF THE PRESIDENT
ORGANIZATION CHART
PRESIDENT
MacVittie
PRESIDENT'S SECRETARY
Greenman
ASSISTANT TO
THE PRESIDENT
Kemerer
OFFICE OF
COLLEGE RELATIONS
Hatton
COLLEGE
PHOTOGRAPHER
Smith
ALUMNI EXECUTIVE
SECRETARY
Saunders
VICE PRESIDENT FOR
ACADEMIC AFFAIRS
Colahan
VICE PRESIDENT FOR
BUSINESS AFFAIRS
Quaal
VICE PRESIDENT FOR
STUDENT AFFAIRS
Young



State University College of Arts & Science, Geneseo, New York

OFFICE OF ACADEMIC AFFAIRS - ORGANIZATION CHART



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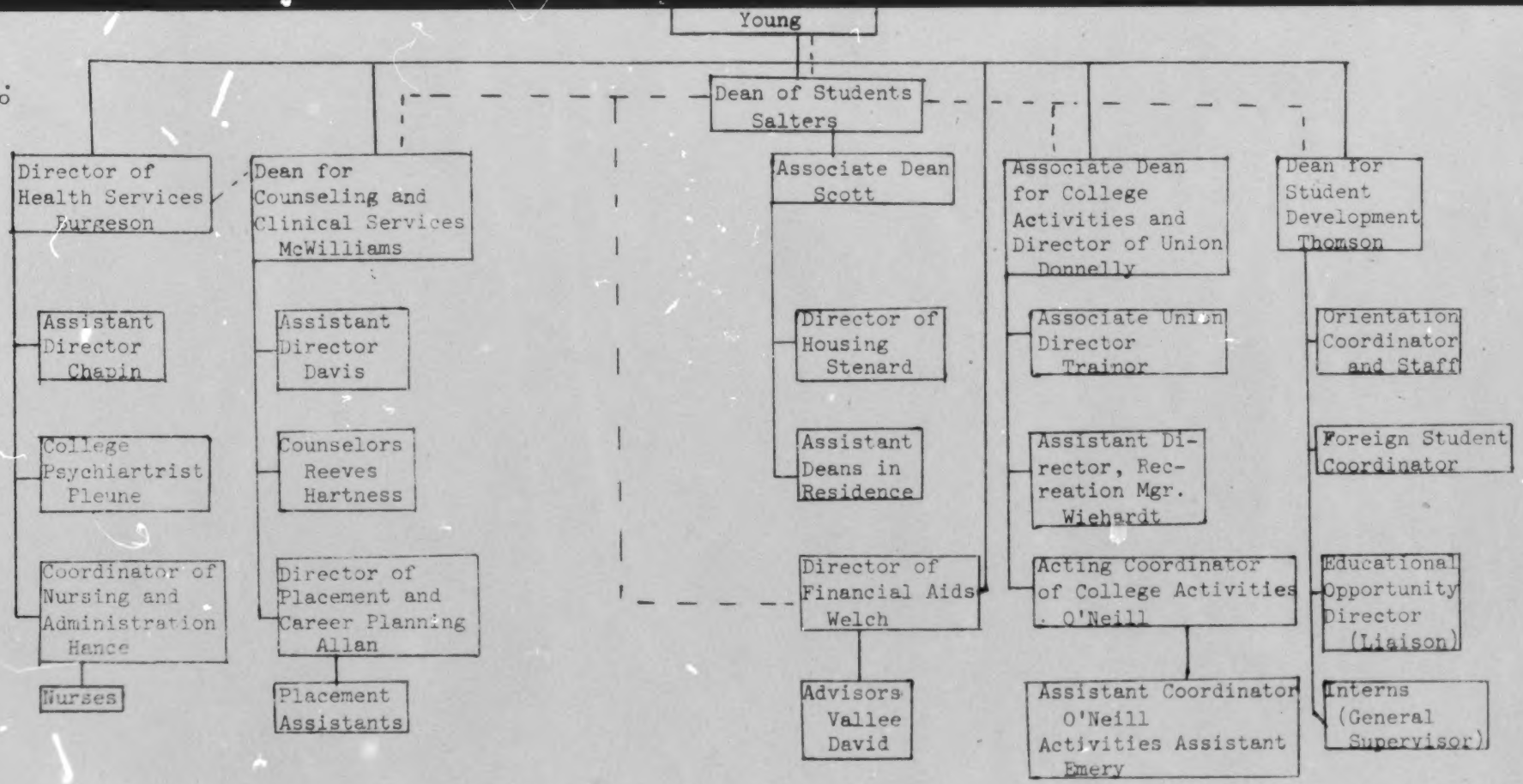
Young
Dean of Students Salters
Director of Health Services Burgeson
Dean for Counseling and Clinical Services McWilliams
Associate Dean Scott
Associate Dean for College Activities and Director of Union Donnelly
Dean for Student Development Thomson
Assistant Director Chapin
College Psychiartrist Pleune
Coordinator of Nursing and Administration Hance
Nurses
Assistant Director Davis
Counselors Reeves Hartness
Director of Placement and Career Planning Allan
Placement Assistants
Director of Housing Stenard
Assistant Deans in Residence
Director of Financial Aids Welch
Advisors Vallee David
Associate Union Director Trainor
Assistant Director, Recreation Mgr. Wiehardt
Acting Coordinator of College Activities O'Neill
Assistant Coordinator O'Neill
Activities Assistant Emery
Orientation Coordinator and Staff
Foreign Student Coordinator
Educational Opportunity Director (Liaison)
Interns (General Supervisor)

ASSISTANT DEANS: Newland, Warnick, Shock, Mangini, Major, Deffenbaugh, Lott, Willett, Carstens, Meister, Hayes

NURSES: Arney, Peterson, Kentner, Rice, Rumsey, Leavy, Biondolillo, Waide, Yoos

_____ Policy and Operations Line of Report

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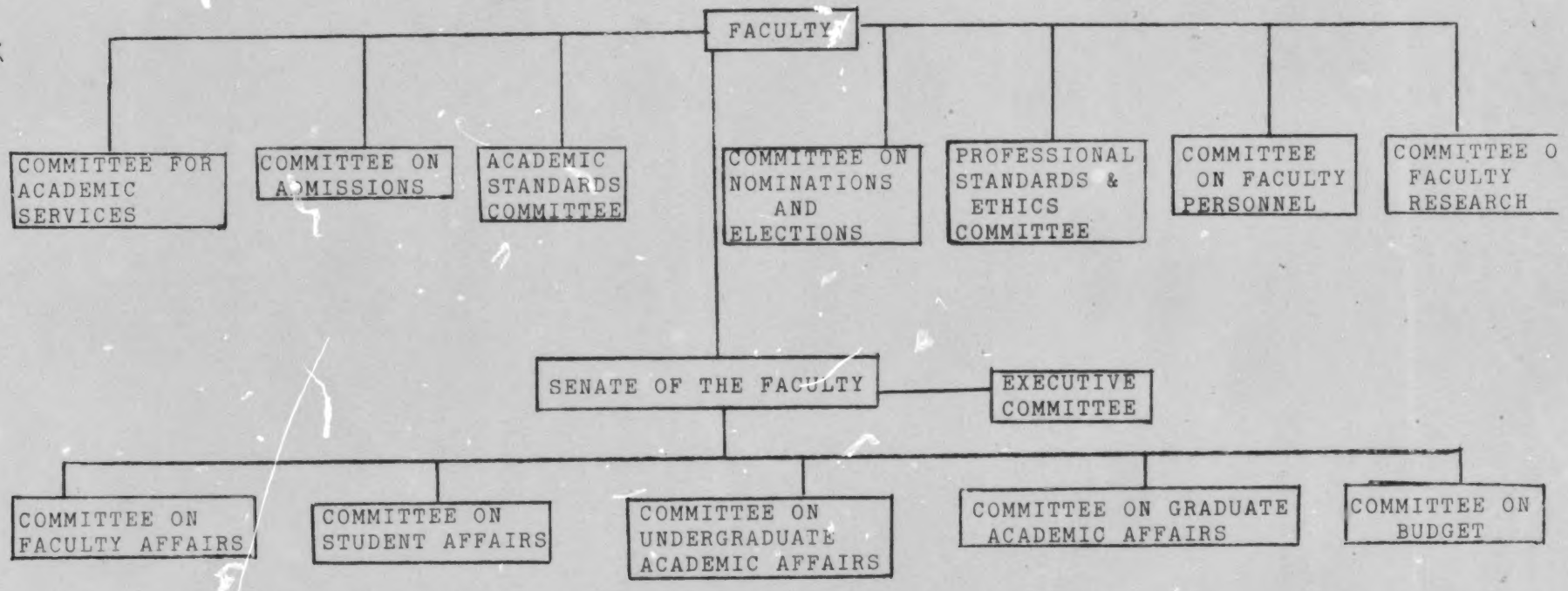
OFFICE OF STUDENT AFFAIRS - ORGANIZATION CHART



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Policy Organization
from
Faculty Constitution

FACULTY

ADMINISTRATIVE RESPONSIBILITIES

Chancellor:

The Chancellor is the chief executive officer of the State University of New York. He is responsible to the Board of Trustees for those powers, duties and responsibilities assigned to him. He is a voting member of the Geneseo faculty and a member of the local Administrative Conference.

Vice-Chancellor for Academic Programs:

The Vice-Chancellor for Academic Programs is an executive officer of the central staff of the State University of New York who is responsible to the Chancellor and the Board of Trustees for those powers, duties and responsibilities assigned to him. He is a voting member of the Geneseo faculty.

College Council:

Under general policies determined by the Board of Trustees of the State University, the College Council reviews all major plans of the College which are defined to include plans for the appraisal or improvement of the faculty and other personnel, expansion or restriction of student admissions, appraisal or improvement of academic programs and of standards for the earning of degrees, expansion of institutional plants and appraisal or improvement of student activities and housing.

The Council also makes regulations governing the care, custody and management of lands, grounds, buildings and equipment; reviews budget requests; fosters the development of citizens' advisory committees; names buildings and grounds; makes regulations governing the conduct and behavior of students; prescribes for and exercises supervision over student housing and safety; makes an annual report to the Board of Trustees; makes and amends regulations pertaining to the affairs of the College; recommends to the Board of Trustees candidates for appointment as President of the State University College at Geneseo; and performs such other duties or implements such powers as may be authorized by the State University Trustees.

The College Council consists of twelve members, of whom nine are appointed by the Governor with one member designated by the Governor to serve as Chairperson of the Council. These nine members serve for nine years and receive no compensation for their services. Three members serve as representative persons of the alumni, faculty and student bodies. These three are chosen by their respective groups and serve as non-voting advisors at regular Council meetings. Council Executive or Special Sessions do not include the representatives of alumni, faculty or student groups.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF THE PRESIDENT

President:

The President is the chief administrative officer of the State University College at Geneseo. He is responsible to the Chancellor of State University and the Board of Trustees, and is directed to promote the development and effectiveness of the College through the supervision of members of the professional and non-academic staff. At the campus level, he has sole legal responsibility for appointment, reappointment, promotion, and separation from service of members of the professional staff. In addition, the President prepares and recommends the annual budget request of the College.

The President administers the academic program of the College through the Vice President for Academic Affairs and must approve all course or program changes, additions, deletions or alterations prior to their becoming effective. He makes recommendations to the Chancellor and Board of Trustees and to the College Council concerning the operation, plans and development of the College facilities, and gives general supervision to the alumni and public relations activities. Through the Vice Presidents for Business Affairs and Student Affairs, the President supervises the business and student affairs operations of the College.

The President is appointed by the Board of Trustees, after receipt of the recommendations of The State University and the College Council, and serves for a five-year term which is subject to renewal.

Cabinet:

The President's Cabinet is comprised of the Vice Presidents for Academic Affairs, Business Affairs, Student Affairs and the Assistant to the President. The Cabinet meets regularly and at the call of the President and is advisory to the President on all matters affecting the College. The Cabinet also coordinates the policies and activities of the three major administrative subdivisions of the College.

Assistant to the President:

The Assistant to the President is directly responsible to the President. The Assistant serves as the President's representative in scheduled consultation sessions with the campus unions, assists in the preparation of routine correspondence and the President's Annual Report, and assists in coordination of intra- and inter-university relations.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF THE PRESIDENT, cont'd.

Assistant to the President for Community Relations:

The responsibilities of the Assistant to the President for Community Relations involve a general effort to foster strong relationships between the campus and the news media, the community and alumni. He is the primary liaison between the College and the news media, and works with both campus and community leaders to promote cooperation and understanding between the college and community.

His duties include the supervision of public information and related public relations programs of the College, such as preparation and dissemination of news releases; editing the campus newspaper, The Compass; supervising a number of official college publications; and cooperating in the development of special campus materials. He also serves as Director of College Relations and Sports Information Director.

The Compass, the college newspaper, is published by the College Relations Office and distributed free of charge to the entire campus. Articles and information for The Compass should be submitted as far in advance of the desired publication date as possible. Editorial decisions with regard to The Compass are made by the Assistant to the President for Community Relations.

The Assistant to the President for Community Relations is available to consult and advise faculty, staff and students with regard to publicizing special projects and programs. He is responsible to the President.

The College Photographer is a member of the College Relations Office staff. Requests for photographs should be made in advance whenever possible to facilitate scheduling.

Alumni Executive Secretary:

The Alumni Executive Secretary is responsible to the President through the Assistant to the President for Community Relations for maintaining liaison with the alumni of the College both by personal contact and through preparation of the Alumni Magazine. Among the responsibilities of the Alumni Executive Secretary is that of working closely with the Offices of Admissions and Placement to foster the assistance of alumni in recruitment of students and placement of graduates. The Alumni Executive Secretary is an ex-officio member of the Alumni Council of Geneseo, and assists the Director of College Relations.

ADMINISTRATIVE RESPONSIBILITIES

COLLEGE COMMITTEES

Campus Community Council:

The Campus Community Council provides a regular opportunity for the faculty, students and administrators to participate as colleagues in the development of a creative college by devoting attention to the broad area of campus and community relationships. The Campus Community Council also is a primary source of advice and counsel to the President of the College, the Chairperson of the Faculty and the Chairperson of the Student Central Council.

The membership of the Campus Community Council reflects a wide representation of the college community. The President of the College serves as chairperson of the Council, which also consists of seven faculty members, seven students and four administrators. Meetings are held each semester on a schedule developed by the Office of College Relations. The meetings are held in the President's Conference Room in the Erwin Administration Building.

College Administrative Conferences:

Established pursuant to the Policies of the Board of Trustees, the College Administrative Conference is an advisory and consultative body to the President of the College at Geneseo. It is comprised of the Chancellor of State University, the President of the College at Geneseo, the Vice Presidents, the Deans and Chairpersons of Departments, and such other persons as may be designated by the President of the College at Geneseo. The College Administrative Conference meets at the call of the President of the College.

Administrative Council:

The Administrative Council, consisting of principal administrative officers of the College and other selected persons, including students, meets regularly to advise the President of the College. In addition, the Administrative Council discusses policy proposals and the operation of the College, serves as a means of communication with the personnel of the College, and reviews appropriate long-range plans for the College and such other matters as shall be brought to its attention. Meetings are held monthly in the President's Conference Room, and at the call of the President.

Campus and Community Liaison Committee:

The membership of the Campus and Community Liaison Committee, appointed by the President of the College, includes representatives from both the College and the Community.

The purpose of the Committee is to provide an opportunity for general discussion of problems which are of mutual concern to the community and the college, and to share ideas on cooperative efforts. The Committee meets two or three times each semester on a schedule developed by the Office of College Relations.

ADMINISTRATIVE OFFICES

OFFICE OF ACADEMIC AFFAIRS

Vice President for Academic Affairs:

The Vice President for Academic Affairs is the senior administrative officer of the College under the President and is responsible to the President for present and future academic programs, for budget preparation to support these programs, for all matters concerning faculty--recruitment, promotion, renewal and continuing appointment, and for the support services of the academic program. The policy recommendations from this officer are made to the President after consultation with appropriate faculty committees.

Assistant Vice President for Academic Affairs for Curriculum:

The Assistant Vice President for Academic Affairs (Curriculum) is responsible to the Vice President for Academic Affairs for all matters pertaining to the College's undergraduate curricular programs and is concerned with instruction, academic advisement, admissions and registration.

Assistant Vice President for Academic Affairs for Academic Budget and Personnel:

The Assistant Vice President for Academic Affairs (Academic Budget and Personnel) is responsible to the Vice President for Academic Affairs for matters dealing with the academic budget and personnel, and coordinates academic services.

Dean for Graduate Studies and Director of Summer Sessions:

The Dean for Graduate Studies has the primary responsibility for the organization and functioning of the graduate academic programs for the College, with the exception of the School of Library and Information Science within established policies and purposes. The Dean of the School of Library and Information Science and the Dean for Graduate Studies confer about matters of mutual concern which relate to the coordination of graduate programs. The Dean is directly responsible to the Vice President for Academic Affairs.

As Director of Summer Session, the Dean is responsible for the calendar, curriculum, staffing, and budget plans for the summer sessions, and for the annual report of summer sessions operations.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF ACADEMIC AFFAIRS, cont'd.

Dean of the School of Library and Information Science:

The Dean of the School of Library and Information Science has the primary responsibility for the operation of the School, within established policies and purposes and confers with the Dean for Graduate Studies about matters of mutual concern which relate to the coordination of graduate programs; and is directly responsible to the Vice President for Academic Affairs.

Dean for Educational Studies:

The Dean for Educational Studies has primary responsibility for the supervision of the personnel and educational programs of the Division of Educational Studies, within established policies and purposes.

Dean for Academic Advisement and Instruction:

The Dean for Academic Advisement and Instruction is responsible for all phases of the faculty-student program of academic advisement. With the assistance of the Coordinator of Academic Advisement the Dean is responsible for the implementation of the College policy on Academic Advisement. The Dean is responsible to the Vice President for Academic Affairs and coordinates through the Dean of Students with the Vice President for Student Affairs.

Director of Admissions and Records:

The Director of Admissions and Records is responsible for the operations of registration, records, and admissions and works closely with the academic service areas to provide for the smooth flow of records from admission to graduation. The Director supervises the processing of applications (freshmen, transfers, re-admits, graduates) to Geneseo and is responsible for the administration of evaluation studies to assess the admissions process and revise the regression formula used in admissions. The Office of the Registrar is under the Director's responsibility. He reports to the Vice President for Academic Affairs.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF ACADEMIC AFFAIRS, cont'd.

Principal of the Campus School:

The Principal of the Campus School is responsible for the continuation of good working relationships between the staff of the Campus School and college departments. The principal has a large share of the responsibility for communication between the school and its community of parents and is cooperatively responsible with the maintenance staff for the preservation and general integrity of the building and grounds which serve the school. He is responsible to the Vice President for Academic Affairs through the Dean for Educational Studies.

Director of College Libraries:

The Director is responsible for the selection, acquisition, and organization of library materials and prepares and administers the library budget, and plans for the growth of library collections, services, staff, facilities and equipment. The Director works closely with all departments and divisions to maintain the library's collections and informational services at a maximum level consistent with present and anticipated future needs in support of all programs of instruction. He is responsible to the Vice President for Academic Affairs.

Director of Institutional Research:

The Director of Institutional Research reports to the Vice President for Academic Affairs and is responsible for the collection and interpretation of data which are necessary base for administrative decision-making and policy determination in various areas of the institution. The Director also coordinates the completion of all questionnaires from sources outside of the College.

Director of the Educational Opportunity Program:

The Director of the Educational Opportunity Program is responsible for the administration of the EOP at the College. These responsibilities include: coordinating of EOP admissions and advisement, supervision of staff personnel, and liaison with State and Federal agencies funding the educational opportunity program. The Director is responsible to the Vice President for Academic Affairs.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF ACADEMIC AFFAIRS, cont'd.

Director of Academic Scheduling:

The responsibilities include the assignment of space for all classes and other academic activities held on the campus. Preparation and distribution of the final examination schedule for fall and spring semesters are among his allocated duties. The Director is also responsible for the compiling, editing, and production scheduling of all College Bulletins. He carries out his responsibilities under the direction of the Assistant Vice President for Curriculum.

Director of the Computer Center:

The Director is responsible for the supervision of the College Computer Center and for the planning and development of computer facilities and makes recommendations concerning the use of the facilities by the administrative and academic areas of the College. The Director is responsible to the Vice President for Academic Affairs through the Assistant Vice President for Academic Budget and Personnel.

Coordinator of Instructional Resources:

It is the responsibility of the Coordinator of the Instructional Resources Center to coordinate and unify the production, audiovisual service, and engineering aspects of the Center for classroom instructional purposes. The Coordinator is responsible to the Vice President for Academic Affairs.

Coordinator of Sponsored Educational Programs:

It is the responsibility of the Coordinator of Sponsored Educational Programs to serve as the liaison between the College and various federal, state, and private sponsoring agencies, and to obtain and disseminate information regarding sponsored educational programs. Working with the Director of Sponsored Research, the Coordinator shall stimulate proposals for grant funds; assist in the drafting of grant proposals; facilitate the transmission of grant proposals to and through sponsoring agencies; and assist in the administration of grant funds.

ADMINISTRATIVE RESPONSIBILITIES

Department Chairpersons:

A department chairperson is an officer of the College appointed by the President of the College to provide departmental leadership in areas of curriculum and personnel development. The Chairperson's responsibilities are to transmit and to interpret clearly to the departmental faculty University and College policies and administrative decisions. The Chairperson serves as a liaison officer between the College and the administration and it is in this capacity that he serves as an administrator. It is a primary responsibility of the Chairperson to report accurately the interests and opinions of the departmental faculty to the College administration. The Chairperson has a major responsibility to represent the interests of the College. This responsibility should be reflected in the recommendations to the administration, the judgments on all college matters which relate to his department, and his general instructional leadership of the department. The Chairperson is expected to consult with departmental colleagues, as appropriate.

Departmental chairpersons have responsibilities for teaching, too. In the Chairperson's capacity as a teacher he is a teaching colleague who has specialized administrative responsibilities for relating departmental matters to the College as a whole. The position of Chairperson is separate and distinct from that of teacher, and as such, a change in teaching assignment or administrative assignment will be seen as independent actions.

The Chairperson is responsible to the President of the College through the Vice President for Academic Affairs. Chairpersons serve at the pleasure of the College President, who consults with the departmental faculty on the appointment and renewal considerations for the Chairperson's term of office.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF BUSINESS AFFAIRS

Vice President for Business Affairs:

This officer serves as principal deputy to the President in all business and financial areas of the College. The Vice President for Business Affairs works with the Vice President for Academic Affairs and the Vice President for Student Affairs as one of three administrative officers directly responsible to the President. The Vice President for Business Affairs must continually coordinate administrative services of the campus and the financial procedures in a way to show a sensitivity to the needs of the academic community and student personnel programs. In addition, the Vice President supervises the following programs:

- Facilities Planning
- Plant Management
- Budget Development and Control
- Methods, Systems and Communications
- Campus Safety and Security
- Contracts
- Purchasing
- Personnel, including payroll, labor relations
- Resource Management Services, including: Central Duplicating, Central Stores, Travel, Mail, and Insurance
- Business and Fiscal Affairs Programs of Non-State Organizations, such as the Research Foundation of State University of New York and others.

Assistant Vice President for Business Affairs:

This officer is responsible to the Vice President for Business Affairs for the conduct of all matters relating to the personnel, administrative services and fiscal affairs programs of the College.

Budget Control Officer:

This officer is responsible to the Vice President for Business Affairs, for the preparation of the College Budget in cooperation with the President and the Vice President for Academic Affairs and Student Affairs. The functions of this office include compiling data on previous expenditure experiences for use in future budgeting, controlling the expenditures of all college funds, in accordance with State requirements and budgetary allocations and justifications and liaison between State Division of Budget or SUNY Division of Budget and the campus.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF BUSINESS AFFAIRS, cont'd.

Director of Personnel:

The Director of Personnel is responsible to the Assistant Vice President for Business Affairs for all aspects of the payroll as well as all personnel transactions, fringe benefits, and the hiring of Civil Service staff members.

Director of Purchasing:

The Director is responsible to the Vice President for Business Affairs for the coordination of expenditures of State Funds for procurement of all supplies, equipment, services, preventative maintenance and service contracts and rentals, in accordance with New York State Comptroller's Rules and Regulations and Office of General Services, Division of Standards and Purchase procedures. The duties also include inspection, installation and inventory of equipment and authorization for payment of such items.

Director of Campus Security:

The Director of Campus Security is a division head under the supervision of the Vice President for Business Affairs, within the framework of broad policy guidelines established by the President, Vice President for Business Affairs, and the Office of the Coordinator of Campus Security, and is responsible to direct all aspects of the security function at State University College of Arts and Science at Geneseo, the supervision and direction of the Security force and responsiblity for the establishment and carrying out of a traffic control program, safety program, general security matters, including investigation of minor and major offenses, and referral of these to appropriate civil law enforcement agencies and/or courts.

Plant Superintendent:

The Plant Superintendent is the Director of the Physical Plant and is responsible for the maintenance and the operation of the Physical Plant of the College. Assigned responsibilities include overall supervision of the grounds, power, maintenance, and custodial departments. The Superintendent is responsible to the Vice President for Business Affairs.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF BUSINESS AFFAIRS, cont'd.

Director of Facilities:

This officer is responsible to the Vice President for Business Affairs and is concerned with planning, development and utilization of facilities. He cooperates with the State University Office for Campus Development, State University Construction Fund, Office of General Services, Dormitory Authority and other governmental agencies. He inventories campus real properties and physical plant. He plans rehabilitations and coordinates/ administers capital budget rehabilitation and repair account projects and equipment selection/installation.

Director of Sponsored Research:

The Director is responsible for the dissemination of sponsored research information and for advising faculty members in the preparation of proposals. With respect to sponsored research and programs, the Director serves as the local coordinator between faculty and the Research Foundation of the State University of New York and serves as the campus liaison officer for the Washington, D.C. office of the State University. The Director reports to the Vice President for Business Affairs.

Affirmative Action Officer:

The Affirmative Action Officer shall have immediate and continuing responsibility to implement the College's Affirmative Action Program; including development of reporting, monitoring and auditing systems. Assists in the personnel matters relating to the recruitment and selection of professional and non-professional staff. Relates to state and federal agencies concerned with Equal Employment Opportunity.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF STUDENT AFFAIRS

Vice President for Student Affairs:

The Vice President for Student Affairs is the general executive and policy officer responsible to the President for Student-College relationships and for student services. He advises administrators and faculty on student needs in connection with all phases of College planning; encourages and coordinates student participation in college governance; selects and supervises administrative deans and directors of student affairs divisions; administers the budgeting, planning, organization, and delegation of functions; and provides leadership in the formation of student affairs policy in consultation with students, faculty, and staff.

Dean of Students and Assistant Vice President for Student Affairs:

The Dean is the principal associate of Vice President for Student Affairs, responsible in his absence for direction of all Office of Student Affairs functions. Assumes major responsibility for personal welfare and overall educational development of individual students, maintaining the College office for general student guidance, problem solving, crisis management, and appeals--coordinating combined resources of the College on behalf of the individual. Supervises student conduct and the educational disciplinary process. Provides educational leadership and applies behavioral sciences to the development and administration of College policies, programs, services, and student life. Advises and assists business and security officers in control of non-students on campus.

The Dean and his staff provide for the individual a focus of attention which might otherwise be lost in the transition between different offices, by coordinating several services for a single purpose or by showing where to begin solving a problem. They serve as general advisors to individuals and groups (e.g., describing student options, assuring full opportunity, interpreting College requirements or decisions, mediating conflicts, investigating complaints), make referrals to specialized services, consult with parents and faculty, and administer certain regulations.

Associate Dean of Students:

The Associate Dean is the principal associate of the Dean of Students and, in addition to Dean of Students functions mentioned above, provides leadership and supervision for the residence hall program.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF STUDENT AFFAIRS, cont'd.

Director of Financial Aids:

The Director is responsible for a comprehensive program of student financial aids (scholarships, grants, loans, work-study, part-time employment), including centralized information and application services, guidance interviews, authorization and administration of financial aid allocations, and concomitant relations with governmental and other sources. The Director coordinates functions of Financial Aids Division with other College units, and exerts educational and administrative leadership in student aid policy and program development. As chief financial aids advisor in special cases the Director shares advisory duties with other staff members, and is responsible to the Vice President for Student Affairs.

Director of Placement and Career Planning:

Directs comprehensive career planning and placement program for the College, advising students on career development and helping them plan specifically for further academic work or obtaining employment. Counsels students on self-evaluation, employment opportunities, and vocational selection. Advises for decision-making relative to specific career opportunities, effective job candidacy, evaluation of offers, and selection. Provides career information services and library. Administers employee-College relations and recruiting. Administers student registration, assembly and distribution of credentials, and interviewing procedures. Performs follow-up studies on career patterns of graduates. Coordinates placement function with other College units and exerts educational and administrative leadership in policy and program development.

Coordinator of Nursing and Administration:

Acts as chief nurse and coordinates all nursing and administrative service functions of the Student Health Center. Coordinates patient care. Manages budget, requisition, inventory, and use of medical supplies and equipment, and interviews sales representatives. Schedules nursing staff services and conducts staff meetings and training sessions. Manages health services correspondence, records, office procedures, information for students, accident reports, transportation services, and the Health Center facility. Performs regular duties of a registered nurse when required. Reports critical incidents such as hospitalization to the director and to the dean for counseling and clinical services. Assists in campus health and safety programs. Provides guidance for students and referral to psychiatric or counseling services.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF STUDENT AFFAIRS, cont'd.

Dean for Counseling and Clinical Services:

Directs comprehensive psychological, vocational, and educational counseling and testing program for the College--including supervision of Placement and Career Planning and partial administrativ supervision of Health Services. Acts as chief counselor in connection with special referrals, administrative evaluations, and psychiatric liaison, and shares all responsibilities outlined in job description of a counselor. Functions as campus coordinator for students on rehabilitation programs. Oversees all testing activities, confidential records and reports, withdrawal counseling procedures, staff planning, and use of financial resources. Submits functional reports to Vice President. Coordinates counseling, placement, and health functions with other College units and exerts educational and administrative leadership in policy and program development for counseling and clinical services.

Director of Housing:

Administers managment support operations in campus residence halls, including: student address control and directory services; housing information, application procedures, room assignments, room deposits and refunds, permanent and temporary releases, room changes, space control and reservation, occupancy checks and counts, rent determinations; opening and closing inventory procedures, liaison with maintenance and custodial staffs, inspection (for health, safety, and maintenance), facilities planning, purchasing; security, and plant regulations; and linen, telephone, mail, kitchens, laundry, recreational and storage services. Administers housing policy in relation to student organizations on and off campus. Lists available off-campus housing according to established College policy and advises students and householders accordingly. Assists dean of students in assuring general welfare of off-campus residents.

Dean for Student Development:

Serves as executive assistant to the Vice President for Student Affairs in the administration of research and development, and special projects or programs, with particular emphasis on the development of out-of-class educational experiences for students. Administers a comprehensive orientation program for new students. Administers a comprehensive foreign student program which includes personnel services as well as educational activities. Represents the Office of Student Affairs in policy development for the Educational Opportunity Program. Coordinates the student personnel internship program. Coordinates a program of staff development through in-servic education. Advises the vice president on public relations, campus relations, and communication systems; arranges appropriate contact opportunities for the vice president for effective information flow and attitude influence.

ADMINISTRATIVE RESPONSIBILITIES

OFFICE OF STUDENT AFFAIRS, cont'd.

Associate Dean for College Activities & Director of College Union:

Directs comprehensive program of out-of-class educational, social, and recreational activities for the College, coordinating scheduling and supportive services necessary for a coherent cocurriculum. Directs overall management of College Union facilities and services. Recommends initial recognition of student organizations, approves continuing recognition and expenditure of student activity funds, and oversees group advisement. Coordinates activities in Union with other College units and exerts educational and administrative leadership in cocurricular policy and program development.

Coordinator of College Activities:

Administers student activities program and student participation in College activities. Schedules cocurricular use of facilities by campus and outside groups, maintains College Calendar, and advises all organizations on program. Directs student organization activities, reviewing disbursements and approving all contractual arrangements, controlling use of vehicles, providing leadership training, and maintaining records. Emphasizes program advisement for centralized Activities Commission and its constituent councils. Coordinates activity function with other College units and exerts educational and administrative leadership in development of a cocurricular program.

LEAVES (PROFESSIONAL STAFF): VACATION, MATERNITY, SICK

Daily Attendance:

State Budget Policy requires that the daily attendance record of all professional and classified personnel be filed in the Personnel Office. Chairpersons of departments are responsible for filing monthly reports on faculty attendance.

Illness:

Each instructor has the responsibility for meeting all his classes at regularly scheduled times and locations. Particular attention should be paid to meeting classes prior to vacation periods, student "pressure" notwithstanding.

LEAVES (PROFESSIONAL STAFF): VACATION, MATERNITY, SICK

Illness, cont'd.

If an instructor must be absent from a regularly scheduled class, prior approval for the absence must be obtained from the department chairperson. Extended absences from the campus must be approved by the President after recommendation by the Vice President for Academic Affairs.

A student choosing to be absent from class does so with all the attendant risks and the instructor is not obligated to provide make-up opportunities.

It is the responsibility of faculty members to report immediately absence due to illness to department head concerned. The department chairperson then arranges for disposition of classes and reports the absence using appropriate forms.

All full-time professional service employees accrue sick leave at the rate of 1-3/4 days per month, up to a maximum of 165 days. Additional sick leave at full pay may be granted by the campus President; however, the totally-granted leave is limited to six months. Sick leave accrued at the time of retirement will be converted at the then current salary and the acturial value of that amount will be used to pay part or all of the Health Insurance premiums during retirement years. For this reason, all faculty members are now requested to submit a proper accounting of sick leave used.

Vacation Leave:

Members of the professional staff who have a 12 month professional obligation accrue vacation leave at the rate of 1-3/4 days per month up to a maximum accrual of 40 days. Other employees in the professional service do not earn vacation credits.

Maternity Leave:

The President shall grant pregnant employees, other than employees having temporary appointments, a leave of absence without pay, upon competent medical proof that such employee is unable to perform her regular duties or at such earlier date as may be mutually agreeable. Leave under this provision shall be for such time as may be mutually agreeable but shall not exceed one year.

LEAVES (PROFESSIONAL STAFF): VACATION, MATERNITY, SICK

Maternity Leave, cont'd.

For these purposes, the President may require suitable medical evidence from the employee's physician or in the absence of such evidence, may require that the employee be examined by a physician chosen by the college at its expense.

Sick Leave and Vacation Leave:

The President shall permit employees granted maternity leave pursuant to these policies to reduce the amount of leave without pay by the use of any and all accumulated sick leave and vacation leave credits as may be available to them by reason of accruals pursuant to this Article.

Extension:

At the request of the employee, and after receiving the recommendation of the Campus President, the Chancellor may grant extensions of such leave of absence in accordance with Title F of this Article.

LEAVES (PROFESSIONAL STAFF) SABBATICAL, OTHER

Sabbatical:

General policy concerning sabbatical and other (Title F) leaves conforms with the conditions which are applied to the Universities as a whole. See Policy of the Board of Trustees, 1974 Art. XIII.

Faculty who wish consideration of a sabbatical leave, or a leave for other purposes, should request the leave through department chairpersons and the Vice President for Academic Affairs where appropriate forms may be secured.

Procedural Recommendations:

1. The request for a leave should be made, whenever possible, no later than December 1 of the academic year prior to the effective date of the leave.

LEAVES (PROFESSIONAL STAFF) SABBATICAL, OTHER

Procedural Recommendations, cont'd.

2. The request for a leave, including a clear and detailed statement as to the intent of the proposal, should be transmitted by the applicant to the Department Chairperson for a written recommendation.

3. The completed leave request document must be transmitted through the Vice President for Academic Affairs to the President, whenever possible, no later than December 15.

4. Final recommendations of approval or disapproval will be announced by the President in writing.

A sabbatical leave is not automatic and depends for its recommendation by the Department Chairperson and the Vice President for Academic Affairs and for its approval by the President upon a number of factors, e.g. the appropriateness of the proposal, the staffing and budget situation of the College and Legislative action.

LEAVES (NON-PROFESSIONAL STAFF)

Leaves:

Leaves for members of the non-professional staff of the College shall be granted in accordance with the procedures and for the reasons specified in the relevant collective bargaining agreements.

See, where appropriate:

(1) Agreement between the State of New York and the Civil Service Employees Association (Administrative Services Unit, Institutional Services Unit, Operational Services Unit or Professional Services Unit)

(2) Agreement between the State of New York and Security Unit Employees, Council 82, AFSCME, AFL-CIO

and contact the College Personnel Office for specific instructions and forms.

CONSULTANCIES AND OTHER PROFESSIONAL SERVICES (FACULTY) -- WITHIN SUNY

State University encourages the interchange of scholarly and artistic talent between units. All members of the professional staff are encouraged to participate in such programs as special lectures, colloquia, and enrichment programs at other units of State University, insofar as such participation does not interfere with the discharge of the professional obligation on the home campus and does not constitute an over-load on the professional person.

It continues to be the policy of State University that administrative staff do not receive honoraria for conferences, panels, consultation, or similar appearances at SUNY units in line of administrative duty. However, an administrator who participates in a scholarly or artistic presentation at other SUNY units may receive a modest honorarium in the manner described below.

Arrangements for such services should be made with the host unit, and may include an honorarium from the host unit, sufficient to more than cover expenses. Ordinarily, however, it would be inappropriate to exceed reasonable travel, meal, lodging, and other expenses by more than $100.00 in the providing of an honorarium for services which do not require overnight absence from the home unit. The home unit will not pay the travel expenses of one of its staff members who visits another SUNY unit to participate in a program there at the request of the sister unit.

It is suggested that appointment arrangements with visiting faculty include a clear understanding that visiting staff members are expected, on request, to participate in a reasonable number of presentations on other campuses of the University without additional compensation other than modest honorariums per paragraph two above.

CONSULTANCIES AND OTHER PROFESSIONAL SERVICES (FACULTY)-- NOT WITHIN SUNY

Most colleges and universities encourage their faculty members to keep abreast of developments in their disciplines and to gain practical experience in their fields. In many instances engaging in consulting and other professional work affords excellent opportunities for staff members to improve themselves professionally by increasing their knowledge and experience, and to bring added prestige to themselves and to their institution.

CONSULTANCIES AND OTHER PROFESSIONAL
SERVICES (FACULTY)--NOT WITHIN SUNY, cont'd.

The State University College of Arts and Science at Geneseo looks favorably on appropriate outside work by faculty members, insofar as it does not interfere with full, proper, and effective performance of regular college duties and responsibilities, and does not involve activities that would place the faculty member in a bad light or in the embarrassing position of testifying against the interests of the State of New York, the State University of New York, or require the use of College equipment and facilities. The College also feels strongly that a person should not use the security of his faculty position to underbid charges made for professional services by established independent consultants.

Each faculty member should judge the propriety of accepting a consulting or other professional opportunity in terms of the advantages it affords for:

1. increasing the effectiveness of the individual's teaching or research;
2. increasing the professional prestige and competency of the individual;
3. contributing to knowledge in the field of the individual's discipline;
4. contributing to the individual's experience with new developments and practices in his field;
5. extending and improving the relationships of the College with other agencies and organizations;
6. contributing essential information in the education of students;
7. promoting the good will of the College with desirable agencies of employment for college graduates; and
8. returning greater professional benefits in the long run than comparable time and effort spent in college research, travel, writing, and active participation in professional societies.

Each faculty member is primarily responsible for seeing that his obligations are fully discharged. The Department Chairperson shares this responsibility. Ordinarily, one day a week or its equivalent is acceptable for consultant service in full-time professional employment.

A faculty member must bear in mind that as a State employee acting in a consulting or other professional capacity, he carries on such work as a private person with no moral or legal obligation on the part of the college for the performance or results thereof, and must so inform the client in writing. The faculty member should inform the client also that the name of the faculty member or the State University College of Arts and Science at Geneseo may not be used in advertisements of the client's products or services.

CONSULTANCIES AND OTHER PROFESSIONAL
SERVICES (FACULTY)--NOT WITHIN SUNY, cont'd.

In the best interests of the faculty member and the College, a faculty member's request for approval to render consulting or other professional service beyond one day a week shall be written to and approved by the department chairperson and the Vice President for Academic Affairs.

CONTRACT RESEARCH ARRANGEMENTS

Individual members of the faculty are permitted to undertake contract research arrangements with outside agencies. General ethical considerations with respect to the performance of contract research are covered in this College Handbook under "Consultancies and Other Professional Services." All applications to sponsors seeking support of research and research-related programs, training programs and technical assistance activities shall be submitted to donors and sponsors through the Research Foundation of the State University of New York, and all financial aspects of the program shall be carried out through the Foundation.

Any externally-funded project involving the time of a College faculty member and the use of College facilities or equipment must be submitted to the Vice President for Academic Affairs through the Director of Sponsored Research.

Where the project involves the removal of instructional time on the part of the faculty member, the project's budget must contain a sum of money with which to employ replacement teaching services for the department.

The budget and overhead considerations shall be discussed with the Director of Sponsored Research prior to submission of the formal application to the sponsor through the Research Foundation of the State University of New York.

ADMININSTRATION OF SPONSORED PROGRAMS: ACADEMIC AFFAIRS

Grant funds provide a capacity for the College to undertake activities which are currently not subsidized and to a very limited extent within the College's regular budget. It is imperative, however, to ensure that grant funds do not engage the College in situations wherein there exist long-term financial commitments which may exceed the College's capabilities for future subsidy.

ADMINISTRATION OF SPONSORED PROGRAMS:
ACADEMIC AFFAIRS, cont'd.

The guidelines for the administration of grant funds, enumerated below, are designed to minimize the adverse effects of the lack of continuity of external funding.

1. General ethical considerations with respect to the performance of contract research are covered in the College Handbook under "Consultancies and Other Professional Services."

2. Grants are to be administered through authority delegated by the President through the Vice President for Academic Affairs to appropriate department chairpersons and other fiscal designates.

3. Funded projects involving the time of a professional employee and/or the use of College facilities or equipment must be recommended by the department chairperson to the Vice President for Academic Affairs, and approved by the President.

4. The budget and overhead considerations shall be discussed between the applicant and the Director of Sponsored Research before submission of the formal application.

5. With the approval of the Vice President for Academic Affairs, grant funds may be used to hire instructional faculty; however, part-time and full-time faculty so employed should be hired on a term basis and designated "lecturers." Appointments in academic rank are prohibited.

6. The departmental instructional time given by the faculty member to the external project is instructional time removed from the department's teaching obligation to the College. Such project time must be computed to provide a compensatory amount from the project budget with which to employ replacement teaching services for the department.

7. It should be clearly understood that the State University of New York incurs no employment obligation to non-State University of New York external project personnel during or after the life of the project.

8. Grants may be used to underwrite colloquia, seminars, workshops, and the like. All direct costs of such activities must be borne by the grant funds.

ADMINISTRATION OF SPONSORED PROGRAMS:
ACADEMIC AFFAIRS, cont'd.

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9. Grants should not be used in any manner which would supplant the regular professional responsibilities of the College faculty. Grants therefore, cannot be used to provide released time and summer stipends for responsibilities normally expected of members of the instructional and administrative staffs.

10. Grants cannot be used to supplement regular professional salaries.

11. The acquisition of major equipment with grant funds should be carefully scrutinized with regard to long-term maintenance requirements, equipment life time, and replacement costs.

12. Each project shall be fiscally administered by that agency best suited, normally the Research Foundation of the State University of New York. The procedure for the fiscal administration of the project shall be determined prior to any formal application by consultation with the Director of Sponsored Research who will act as liaison between the funding agency and the applicant.

13. The budget and overhead considerations shall be discussed between the applicant and the Director of Sponsored Research before submission of the formal application.

14. The President or his designee and the Project Director shall be co-signers of the formal application.

SPONSORED RESEARCH: UNIVERSITY AWARDS PROGRAM:

Members of the College administration and faculty are eligible to apply for awards made under the SUNY/Research Foundation University Awards Program. The overall Program format consists of the following three programs entailing awards ranging from $100 up to $3,400:

Program 1 -- Faculty Research Fellowship, a $1,800 stipend;
Program 2 -- Grant-in-Aid, from $100 to $1,800; and
Program 3 -- Faculty Research Fellowship ($1,800) and Grant-in-Aid (from $100 to $1,800). Total sum not to exceed $3,400.

Application Deadline: October 15.

Guidelines and applications may be obtained early each Fall by contacting the Office of Sponsored Research, Erwin Administration Building.

Research Involving Human or Animal Subjects:

According to Federal, Research Foundation, and College policy, any research proposal involving the use of human or animal subjects must receive the approval of the Human and Animal Subjects Review Committee prior to submission to a sponsor. The purpose of this policy is to protect the rights and welfare of human subjects and to insure humane treatment of animal subjects.

Individuals who propose to engage in research involving the use of human or animal subjects should contact the Director of Sponsored Research who serves as Secretary of the Human and Animal Subjects Review Committee.

Faculty Recruitment:

Recruitment of faculty for the college is one of the most important concerns of faculty and administration. Although the final, legal responsibility for faculty appointments rests with the President of the College, major components of this responsibility are delegated to other administrators and the faculty. The primary responsibility for recruitments rests with department chairpersons. Chairpersons, in turn, must consult with their faculty and with the Vice President for Academic Affairs.

Specific procedures to be followed and forms to be used by the College in recruitment and appointment are provided in the Department Chairperson's Handbook.

Affirmative Action/Equal Employment Opportunities:

The State University of New York has adopted a policy of maintaining equal employment opportunities for all members of society, including minority groups and females. The College has developed and published an Equal Employment Opportunity Program for Affirmative Action which specifies the procedures the College follows with respect to implementing its policy of providing equal opportunity in employment for all persons. Any person may obtain a copy of the College's Program upon request made to the Affirmative Action Officer or the Assistant Vice President for Business Affairs.

The thrust of the College's Affirmative Action Program is in five principal directions. The College must:

(a) Insure that all persons, specifically including members of minority groups and women, are made aware of position vacancies at the College and the qualifications for such vacancies; and encourage applications from as large a number of qualified persons as possible.

Affirmative Action/Equal Employment Opportunities, cont'd.

(b) Require that job criteria, descriptions and other qualifications are valid for the positions to which they are related.

(c) Assure that all candidates for employment receive adequate, impartial and open appraisal in terms of the criteria for the position being sought.

(d) Assure that illegal discrimination is not practiced in the granting of employment rights, benefits and privileges.

(e) Encourage the expansion and strengthening of educational and career development programs for all employees at the College.

The Vice Presidents are responsible within their areas for implementing the policy of equal employment opportunity at the College. The Affirmative Action Officer provides assistance and direction as needed.

Specific guidelines pertaining to procedure to be followed for teaching faculty are contained in the Department Chairperson's Handbook and the Affirmative Action Plan.

Confirmation and Loyalty:

Annually, the Chancellor of State University is required to obtain from the local Presidents a confirmation of the non-subversive status of all employees and academic staff. This is in accordance with the Education Law 3022, prohibiting the employment or retention of subversive persons.

This confirmation states that the President "has no reason to believe that any faculty member or other employee . . . is engaged in willfully and deliberately advocating, advising, or teaching the doctrine that the Government of the United States or of any State or of any political subdivision thereof should be overturned or over-thrown by force, violence, or any unlawful means, or in the preparation, doctrine or advising its adoption or in organizing or helping to organize any society or group of persons which teaches or advocates such a doctrine or is a member of any such organization or of the Communist Party of the State of New York or has uttered any treasonable or seditious word or words engaged in any treasonable or seditious act or acts."*

At the time that a person enters the employment of the State University, the individual is asked to swear or affirm support of the Constitution of the United States and promise to discharge faithfully his position, according to the best of his ability.

*Pamphlet, "Chapter 1012 Laws of 1965," Department of State, State of New York, January 1, 1966.

Academic Freedom:

"It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom the faculty member may, without limitation, discuss his own subject in the classroom; he may not, however, claim as his right the privilege of discussing in his classroom controversial matter which has no relation to his subject. In his role as citizen, the faculty member has the same freedom as other citizens. He should be mindful, however, that in his extramural utterances he has an obligation to indicate that he is not an institutional spokesman." State University of New York, Policies of the Board of Trustees, 1974, Art. XI (H).

Faculty Meetings:

All members of the faculty are expected to attend faculty meetings as called by the President of the College or the Chairperson of the Faculty.

The President of the College may call a faculty meeting at any time.

The Chairperson of the Faculty may call a faculty meeting when it appears that such a meeting is consistent with the purposes of the Faculty through its organized body.

Schedule of Classes:

Department and Division Chairpersons should make class schedules in consultation with the members of the department or with a department scheduling committee. Four primary obligations obtain in the development of a department's class schedule:

1. The need to staff undergraduate and graduate core, service, and stated major courses before committing personnel to other courses of interest to the department;

2. The need to schedule the number of courses within the staff allocations of a department;

3. The need to schedule on the basis of estimated enrollment figures; and

4. The need to schedule in terms of the normal faculty teaching obligation of twelve semester hours.

Schedule of Classes, cont'd.

The development of course offerings and class schedules is governed by the following regulations and procedures:

1. New courses are submitted to the appropriate faculty curriculum committee for examination and recommendation.

2. Class schedules for the Fall Term are submitted by the third Friday in September to the Assistant Vice President for Academic Affairs for Curriculum.

3. On the basis of enrollment projections, the Dean for Instruction and the Assistant Vice President for Academic Affairs shall review class schedules to insure that departments are meeting their obligations.

4. Where there are scheduling problems related to course offerings or faculty teaching obligations, the matter will be reviewed by the Assistant Vice President and the department chairperson, and, if necessary, resolved by the Vice President for Academic Affairs.

Approval of the designated Assistant Vice President for Academic Affairs or the Dean for Graduate Studies must be secured for any changes in the meeting place or time of classes after the Master Schedule of Classes has been submitted to the Computer Center.

Attendance in Classes: Instructional Faculty:

Each instructor has the responsibility for meeting all his classes at regularly scheduled times and locations. Permission to hold a regular scheduled class off-campus must be obtained from the Vice President for Academic Affairs. Particular attention should be paid to meeting this obligation prior to vacation periods, student "pressure" notwithstanding.

Individual student requests to be absent for last classes in order to meet bus schedules or other situations, may not be honored. In choosing to be absent, the student does so with all attendant risks and the instructor is not obligated to provide makeup opportunities.

See "Attendance" in the Bulletin of Undergraduate Studies and "Attendance in Classes" in the Bulletin of Graduate Studies.

Mid-Term Evaluation of Students:

The Faculty has approved the following statement of policy concerning mid-term evaluation of students:

> The faculty of the College reaffirms its responsibility to continue to provide periodic evaluation of student progress. The form and method of evaluation are properly the concern of the particular discipline as determined by departmental policy.
>
> At the beginning of each course of instruction the instructor is responsible for explaining academic standards, including the evaluation procedures to be used.
>
> Upon inquiry by a student, or the Vice President for Academic Affairs, the instructor should be prepared to provide a progress report, but not necessarily a letter grade.
>
> While students are expected to assume the responsibility and initiative for determining course progress from faculty, instructors will make themselves reasonably available to provide this information.
>
> An exception is made in the instance of Freshman students for whom faculty will provide to the Vice President for Academic Affairs at the midpoint of each semester a report of all freshman who are achieving below the level of average (C) achievement.
>
> The Vice President for Academic Affairs will make these below average achievement records available to faculty advisors, the Vice President for Student Affairs, and those members of the staff who provide counseling to freshman.

Forms on which a progress report is to be made for freshmen will be provided each semester by the Registrar, and they are to be completed and returned to the Registrar's Office on the dates specified on the form.

Final Examinations:

The faculty considers the final examination or an equivalent evaluation procedure to be an integral part of the evaluation of student progress and achievement. It is, however, only one part of the continuous evaluative procedure.

Final Examinations, cont'd.

A period of time is set aside each semester in the College Calendar for the giving of final examinations. The nature and form of this terminal evaluation procedure is the prerogative of the instructor acting within the framework of departmental requirements.

All formal final examinations must be given during the scheduled final examination period. Alternative procedures are to be cleared with the department chairperson and the Scheduling Officer and approved by the Vice President for Academic Affairs.

From time to time the instructors may be asked to submit copies of final examinations or to explain the terminal evaluative procedures used in the courses. Each Dean and Department Chairperson should be familiar with the evaluative procedures used by the division or department members.

Final examination schedules are developed by the Scheduling Officer of the College and efforts are made to prevent any student from having more than two examinations in one day. To expedite this policy, instructors may be asked to develop "conflict" examinations for students whose examination schedules create an academic hardship.

Submission of Grades:

A faculty member is expected to provide the grades for a course to the Office of the Registrar within a period of time specified each examination period by the Registrar. Prompt compliance with this procedure benefits the student and greatly assists the Registrar's staff in providing service and information.

Posting of Grades:

At the conclusion of the examination period, faculty are obliged to post grades in some convenient location. A prompt discharge of this obligation assists students whose programs and subsequent registration are affected by the grades.

Faculty Manuscripts, Typing of:

Upon the recommendation of the Faculty Research Committee and with the President's approval, the following regulations will govern the preparation of faculty manuscripts:

1. department secretaries shall not be expected to type theses, dissertations, or book manuscripts being prepared for profit; and

Faculty Manuscripts, Typing of, cont'd.

2. department secretaries shall be expected to type journal articles, papers to be presented at learned gatherings, and non-profit book manuscripts during their regular working hours on a time-available basis, with the understanding of all concerned that department business must be given first priority.

Within these guidelines, establishment of the particular procedures to be followed and the supervision of their operation in the individual departments is the responsibility of the department chairperson.

Publications, By Faculty and Staff:

All members of the College are encouraged to write for publication and to seek publication.

Individuals desiring to write "Letters to the Editor" should feel completely free to do so, provided they do not identify their publications or their authorship with the College.

Helpful suggestions regarding the college teacher's obligations when one speaks or writes as a citizen is found in the "1940 Statement of Principles" published in the bulletin of the American Association of University Professors, a portion of which is here quoted:

> "The College or University teacher is a citizen, a member of a learned profession and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

Individuals interested in using college publication facilities for official college matters or in having materials distributed as college publications, i.e., printed programs, letters, promotional brochures, syllabi for departmental use, or any other mimeographed or printed matter for general distribution on or off campus should present the proposed material to the Supervisor of Central Duplicating, located in the Office of Business Affairs. (Erwin 217) Approval for the production and distribution of material must be received from the appropriate administrator or department or division chairperson prior to submission of the material to the Supervisor of Central Duplicating.

Copyright Policy:

Please see the Policies of the Board of Trustees, 1974, Article XI, Title I or contact the Assistant Vice President for Business Affairs.

Graduate Studies, Master's Theses:

A Guide for Preparation of Master's Theses has been prepared and is available in the Office of the Dean for Graduate Studies.

Teaching Faculty Promotions, Tenure, Renewal of Term: Annual Procedure*

There is no more important decision made as it affects the individual faculty member and the institution than that concerned with promotion or tenure of a faculty member. It is rightly a long and careful process whereby the academic capacities of a candidate are examined by his peers, the Vice President for Academic Affairs, and the President in order to arrive at an equitable decision. Given the long life span of most American women and men alive today, it is apparent that tenure decisions will have important effects on the College in the year 2000.

General Procedure:

During the period October 11-30, the Vice President for Academic Affairs meets with the several department chairpersons to discuss each department's plans and budget needs for the coming academic year. At this time, the general staff situation of the department is examined and discussed in terms of future curriculum plans, staff and budget projections, and to ascertain that the list of names of the faculty to be considered in a given year with respect to renewal of term and continuing appointment is correct.

In each category of action -- continuing appointment, renewal of term, and promotion -- the department, acting within the terms of its constitution and usually utilizing a department committee, considers the several candidates and makes its recommendations to the department chairperson. The department chairperson reviews the department committee recommendations, and forwards to the Vice President for Academic Affairs his recommendation and the recommendation of the departmental committee. These two recommendations are not always in agreement.

It should be clearly understood by the candidate that no one can orally promise continuing appointment, renewal of term, or promotion.

*President Robert MacVittie's Memorandum to the Faculty, 6 October, 1971.

General Procedure, cont'd.

For faculty on one-year term appointments, consideration for renewal of term begins in November with the submission of department recommendations to the Vice President for Academic Affairs (see Form G, Department Chairperson's Handbook). Consideration of faculty on two and three-year term appointments and those eligible to be considered for continuing appointment, begins in mid-March with the submission of department recommendations (see Form G, Department Chairperson's Handbook), to the Vice President for Academic Affairs.

Periodic Review:

When a faculty member on a term appointment is being considered for renewal, this examination should be considered as a periodic review of his or her overall performance. Regardless of the final determination of the matter, the review should be conducted by the department with the intent of improving the candidate's performance, as well as providing the candidate with appropriate academic counsel.

Opportunity to Submit Material:

The faculty member should be advised by his or her department chairperson of the time when decisions affecting renewal and tenure are ordinarily made, and should be given the opportunity to submit material which he or she believes will be helpful to an adequate consideration of his or her circumstances.

The Vice President for Academic Affairs considers each candidate in the three categories on the basis of the criteria contained in Article XII, Title A, sections 1 and 2, Policies of the Board of Trustees, 1973.

Each candidate is considered on his or her own merits, and where there is more than one candidate for renewal of term, promotion, or continuing appointment in a department, comparison is made among several departmental candidates. The same process of comparison takes place among all candidates in the College in a given year who are being considered for renewal of term, promotion, or continuing appointment.

During his review, the Vice President for Academic Affairs may ask for additional information regarding a given candidate. Discussion of the department's candidates takes place between the department chairperson and the Vice President for Academic Affairs before the latter makes his recommendations to the President. This step may involve one or several discussions between the Department Chairperson and the Vice President for Academic Affairs. When the Vice President for Academic Affairs is convinced that he has all of the pertinent, objective information regarding a candidate, he makes his recommendation to the President and includes with his recommendation all the papers, documents, and recommendations which have been submitted by the department chairperson and the department committee.

Teaching Faculty Promotions, Tenure, Renewal of Term: Annual Procedure, cont'd.

Before making his decision, the President reviews all of a candidate's papers and, if need be, asks for information from the Vice President for Academic Affairs and the department chairperson. When the President is satisfied that he possesses the information he requires, he conveys his decision to the Vice President for Academic Affairs, who informs the department chairperson of the decision before a letter is sent to the faculty member in question. Should information become available in this discussion between the Vice President for Academic Affairs and the department chairperson that may change the decision, the Vice President for Academic Affairs will return the matter to the President. This information must be substantially different, e.g., completion of the doctorate or publication of a book, than that which has already been submitted.

The President's letter containing his decision is sent to the candidate with a copy to the department chairperson.

Special Problems:

This process is rightfully and, of necessity, time-consuming. This means that some decisions, especially promotions and tenure appointments, appear to be delayed. In pursuing these three categories of action, the attempt is made to settle term appointments first, and then to proceed to decisions on promotion and tenure. This process is moving forward simultaneously in varying degrees of completion for all three categories throughout the Spring term.

Statement on Tenure by Chancellor Ernest Boyer:

The 1972 Master Plan of State University of New York called for a reevaluation of the existing tenure system. "It seems clear," the plan said, "that the matter of faculty tenure is evolving as a major issue which cannot and should not be ignored. We propose a careful reexamination of the present tenure system. The major aim of this review should be to retain and enhance the basic goals of tenure, while developing safeguards against its possible abuse."

Many groups within the University have given careful and thoughtful attention to the question of tenure. It seems timely and appropriate that I comment now, indicating the prineiples on which the administration of the Trustees' policies on tenure will be based.

The history of faculty tenure is well known. It emerged early in this century as a safeguard to protect professional, capable faculty members from dismissal for expressing unpopular or provocative views.

Teaching Faculty Promotions, Tenure, Renewal of Term; Annual Procedures

Statement on Tenure by Chancellor Ernest Boyer, cont'd.

Over the years tenure has contributed enormously to the stability and strength of the teaching profession and to institutional excellence as well. Further, the conditions of job security have now extended far beyond the faculty, and have become a part of personnel practices throughout society. The tradition of tenure has persisted over the years with only occasional criticism from those who felt the abuses might outdistance the virtues of the process.

In recent years, however, the tenure debate has intensified both within and outside the profession. The exchange has become especially heated as the growth of higher education has begun to level off. So long as the Nation's colleges and universities were rapidly expanding, they were able to preserve a fairly balanced relationship between tenured and non-tenured faculty. However, the plateauing of enrollment and the resultant slowdown in faculty growth has introduced the very real possibility that in many academic departments most of the faculty will in time be tenured.

Rapid increase in the percentage of tenured faculty will, it is being argued, restrict the institution's capacity to respond to educational and scholarly needs during a time of rapid change. Some contend that because of continuing shifts both in the content and the methodology of education, it is essential that younger faculty continue to be added in order to keep the program vital. It has also been suggested that larger numbers of women and minority group members are becoming available for employment and, if future employment opportunities are restricted, these groups will continue to be disadvantaged.

In searching for a University response to these issues, the needs of the institutions as well as individuals have been carefully weighed. It is clear that as State University's enrollment stabilizes, we, too, may have an ever increasing percentage of our faculty on tenure if the present rate of increase of four percent a year in the proportion on tenure persists. Further, it is also true that since State University has a younger faculty on the average than many other institutions, the prospect of very limited faculty turnover may persist for years to come. Given these considerations, the University response will embrace ten interrelated elements.

First, the State University of New York reaffirms its commitment to the principles of tenure. This tradition has added enormously to the stability and strength of our profession and, while there are problems and potential for abuses in its execution, the principle is sound and the policy will be preserved.

Teaching Faculty Promotions, Tenure, Renewal of Term:
Annual Procedures

Statement on Tenure by Chancellor Ernest Boyer, cont'd.

Second, no rigid quota will be placed on the number of tenured faculty permitted in the system. While a high percentage of tenured faculty in a given department or on a campus may be educationally harmful, it also seems clear that an artificially imposed ceiling cannot be defended. Such an arrangement ignores interdepartmental and intercampus differences and may discriminate against unusually gifted non-tenured faculty, including women and minority group members as they become available for employment in larger numbers.

Third, the process by which tenure decisions are made must be strengthened to assure continuing appointment in the University is extended only to those who have demonstrated the highest competence and whose future performance can be reasonably expected to be professionally excellent.

Fourth, to achieve this essential goal of an effective professional review of each prospective candidate, the criteria and procedure for tenure decisions on all campuses should be clearly set forth and reflect both standards of individual professional competence and the needs and resources of the University.

Fifth, each college will be asked to prepare an analysis of its current and projected level of faculty staffing and estimate the relationship between tenured and non-tenured faculty during the six-year period 1974-1980. Strategies for maintaining a healthy tenure/non-tenure balance within and among departments will be developed in the local campus context.

Sixth, the present seven-year rule will be continued as a requirement for tenure in the ranks of instructor, assistant professor, assistant librarian, and associate librarian. However, the present "prior service credit policy" should be made negotiable on a case-by-case basis at the time of appointment. It would still be permissible to count up to three years prior service credit, but campus presidents would have discretion to negotiate this with each newly appointed member of the college faculty.

Seventh, while preserving the possibility of an initial appointment on tenure at the senior ranks, the time period after which tenure is mandatory should be extended from three to four years at those ranks.

Teaching Faculty Promotions, Tenure, Renewal of Term: Annual Procedures

Statement on Tenure by Chancellor Ernest Boyer, cont'd.

> Eighth, a program of professional development to equip faculty to serve in other fields and for appropriate reassignment to interdisciplinary teaching and research will be developed. Through the use of sabbatical leave or special study leaves, most faculty members who find themselves in declining departments could remain professionally productive.
>
> Ninth, we might also explore the possibility of creating a certain limited number of non-tenured slots in our institution which could be filled on a rotating basis by distinguished visiting scholars interested in such a short-term academic experience. Such a plan would help provide added vitality in our academic program without jeopardizing the essential principles of professional stability.
>
> Tenth, the matter of retirement in the University should be examined. We may wish to consider the possible reduction of the present mandatory age for retirement of faculty from 70 to 65. In addition, we may wish to give serious consideration to the development of an early retirement plan which would make attractive the withdrawal from State University employment as early as age 55 or 60.

These moves, taken together, should enable the University to maintain a vital and creative faculty, the central ingredient in the educational process. I plan to present to the Board of Trustees of the University specific proposals for amendment of their Policies where necessary and appropriate to effect these moves. Some items will, of course, require further consultation or more formal negotiation.

Looking ahead, I am concerned that we continue to examine the University tenure arrangments and procedures to assure that they remain effective. We should, for example, look for ways through which the effectiveness, creativity, and professional development of faculty members can be professionally reassessed for those on continuing appointment, as it now is for non-tenured faculty.

Finally, we must remain sensitive to the human equation in this entire issue. Discussions about tenure quotas and ratios and enrollment trends should not obscure the fact that we are not only talking about the well-being of an institution; we are also talking about the careers of highly qualified professionals. Here, as in all other areas of University concern, we must be sensitive to the individual faculty member while responsibly serving broader institutional interests as well. As these twin concerns are kept in proper balance, I am convinced the appropriate policies will be developed and sustained.

Teaching Faculty Promotions, Tenure, Renewal of Term:
Annual Procedures

Statement on Tenure by Chancellor Ernest Boyer, cont'd.

In the words of the recently released joint AAC-AAUP report, a tenure policy "rightly understood and properly administered" will be the source of strength to this University. I trust the principles set forth in this statement will contribute to that understanding and administration.

Non-Teaching Professionals: Evaluation:

It is the policy of the College to evaluate formally the performance of all non-teaching professionals at least once each year. In addition, informal evaluations may be made by an immediate supervisor at any time.

Formal evaluations of NTP members of the bargaining unit (United University Professions, Inc.) shall be made in accordance with procedures established in the "Memorandum of Understanding Between the State University of New York and the Senate Professional Association Relating to a System of Evaluation for Professional Employees," dated May 4, 1972, a copy of which may be obtained from the office of the Assistant Vice President for Business Affairs.

Non-Teaching Professionals: Promotion:

It shall be the policy of the College to give consideration for promotion of any non-teaching professional (NTP) and to permit promotion where appropriate.

The important decisions relating to promotion and renewal of term of members of the NTP staff are made with regard to the following criteria relating to the particular type of duties and responsibilities for which a given employee is being considered: (1) effectiveness in performance; (2) mastery of specialization; (3) professional ability; (4) effectiveness in University service; (5) continuing growth. The foregoing criteria are not intended to be all inclusive.

Promotion of NTP members of the bargaining unit (UUP) may be accomplished by action of the President or by action of the NTP himself. If the NTP wishes to apply for his or her own promotion, he or she must follow the procedures established in the "Memorandum of Understanding Between the State University of New York and the Senate Professional Association Relating to a System of Promotion for Professional Employees," dated May 4, 1972, a copy of which may be obtained from the office of the Vice President for Business Affairs.

Grievance Procedure:

As a result of state-wide negotiations, all employees (with the exception of persons designated as management/confidential) have access to an established administrative procedure designed to facilitate the resolution of grievances. A description of such procedures is provided in the Agreements between the State of New York and CSEA, UUP and Council 82.

Where the Grievance provisions of the Agreements between the State and CSEA, UUP and Council 82 refer to the "President's Designee" such reference shall be to Mr. Van Quaal, Vice President for Business Affairs. Mr. Quaal's office is located in 208 Erwin Administration Building.

Acting President, Circumstances:

The Policies of the Board of Trustees provide for the College's leadership being vested in the chief administrative officer who, on each campus, holds the title of College President. The President, as a consequence of his leadership responsibilities, may be away from the campus frequently. Unless the President is out of the country, he is available for necessary contact in matters of extreme importance to the campus. However, in order to provide for more immediate attention to matters of an emergency or routine nature, the responsibility for the administration of the campus shall rest respectively and in order with:

A. Vice President for Academic Affairs

B. Vice President for Business Affairs

C. Vice President for Student Affairs

Should it be necessary for all of the above to be absent from the campus at the same time, the President or the administrator who is serving temporarily in the absence of the President shall name a responsible administrator to serve as Acting President. Should special circumstances require this latter action, it shall be communicated to the appropriate offices of the College and to the Central Offices of the State University of New York.

PROFESSIONAL STANDARDS AND ETHICS COMMITTEE

Procedures of the Professional Standards and Ethics Committee:

A panel of five persons drawn from the Committee as described in the Geneseo Faculty Constitution will hear allegations of breaches of ethics or standards committed by a faculty member while performing his teaching responsibilities only after the following steps have been taken:

1. The student, member of the teaching faculty, or administrator who wishes to bring allegations against a member of the teaching faculty shall first submit the allegations to the faculty member's department chairperson and shall give the chairperson a reasonable amount of time to work out a solution satisfactory to the parties involved. If the allegations involve the teaching practices of a department chairperson, such allegation shall be submitted directly to the President of the College.

2. If that step fails to resolve the differences, the complainant may submit the allegations, which must be written and signed, to the President of the College. The President or his official delegate will attempt to resolve the differences informally to the satisfaction of all the concerned parties.

3. If that step fails to resolve the differences, the complainant or the faculty member against whom the allegations are directed may ask the Chairperson of the Faculty Senate to convene the Professional Standards and Ethics Committee to hear the allegations. After the Executive Committee of the Faculty Senate has determined that this Committee is the appropriate committee to consider the allegations, the Chairperson of the Faculty Senate shall constitute a separate panel of five members from the Committee membership in the manner described in the Faculty Constitution and shall send its chairperson a copy of the allegations.

The panel designated to hear the allegations will use the following procedures for hearing and deciding upon the allegations presented:

1. In setting the date of a hearing, the panel shall permit the faculty member against whom the allegations are directed a period of at least two weeks after the delivery to the faculty member of a detailed statement of the allegations in order to permit the faculty member to prepare a defense. The hearing must be held, however, within a month of the said delivery.

PROFESSIONAL STANDARDS AND ETHICS COMMITTEE

Procedures of the Professional Standards and Ethics Committee, cont'd.

2. When the panel informs the faculty member against whom the allegations are directed of the date of the hearing, it shall communicate to him these procedural guidelines as well as any other detailed rules for governing its operation which it may have drawn up.

3. The faculty member against whom the allegations are directed shall be permitted a total of three peremptory challenges of the members of the panel hearing the allegations against him. Panel members peremptorily challenged shall be replaced by other members of the Committee upon selection by the Chairperson of the Faculty Senate.

4. All hearings will be in private, without publicity.

5. The President of the College or his official delegate may attend the hearing and may be called as a witness.

6. Both the complainant and the faculty member against whom the allegations are directed shall have the right to be assisted by counsel of his or her choice, but since the Professional Standards and Ethics Committee is not a court of law, procedures applicable in a court will not necessarily be adhered to during the conduct of its hearing.

7. The faculty member against whom the allegations are directed or his counsel and the President of the College or his or her official delegate shall have the right, within reasonable limits, to question witnesses who testify orally.

8. The faculty member against whom the allegations are directed shall be told the identity of all witnesses who do not appear in person and shall be permitted to read and challenge any statements made by such witnesses that are considered by the Committee.

9. The panel shall aid the faculty member against whom the allegations are directed in securing the attendance of all witnesses whom he wishes to appear.

10. All testimony shall be recorded.

11. After reaching a decision with respect to a case, the panel shall send its written recommendation as to what action, if any, should be taken and a copy of the record of the hearing to the faculty member against whom the allegations are directed. It

Procedures of the Professional Standards and Ethics Committee, cont'd.

shall also send its written recommendation, a copy of the record of the hearing, and a statement of the procedures it followed to the Chairperson of the Faculty Senate, who shall forward copies of all three to the President of the College for his action.

PROFESSIONAL STAFF: RESIGNATION & RETIREMENT:

State University policies regarding terminations of service and retirement are provided in Articles XIV and XV of the Policies of the Board of Trustees, 1974.

Professionals who are resigning or retiring should inform the President of the College by letter of their intentions.

COUNSELING STUDENTS

The counseling of students for problems that are associated with adjustment to the college situation is carried on by the Counseling Division of the Office of Student Affairs. Trained counselors are available to help faculty who feel that students are in need of professional services in this respect. The College also has available the services of a psychiatrist for consultation.

Faculty Advisors, Academic:

Academic advisement is a responsibility of the teaching faculty of the College. Assignments for this responsibility are coordinated by the Coordinator for Academic Advisement. Faculty advisors are responsible for the orderly progression of students through their chosen program of study. The advisor must verify that the student's choice of subjects is consistent with his or her program at pre-registration and at such other times as is necessary.

Advisement Policy:

I. Assignment of Advisors

A. Academic advisors shall be assigned to all Freshman, to all first semester Transfer Students, and to all other students who do not wish to assume full responsibility for their own program.

COUNSELING STUDENTS

Advisement Policy, cont'd.

B. For all students assigned to academic advisors, the following procedures shall be followed:

1. Freshman

a. Entering Freshman shall be advised during the summer orientation program by a group of advisors assigned especially for this purpose. Where the student has a preference in a broad academic area, such student shall be assigned to an advisor representing that area.

The faculty appointed to advisement duty during summer orientation shall include at least one member from each of the following braod academic areas: Education, Fine Arts, Humanities, Social Sciences, Physical Sciences.

b. Second Semester Freshman: For the purpose of preregistration for the second semester of the freshman year, students shall be assigned to advisors who have expressed interest in Freshman advisement specifically, subject to the following provisos:

1. Where the student has expressed a preference for a broad academic area, every effort shall be made to assign an advisor from that area.

2. A student with a clearly stated commitment to an academic major or program shall be assigned an advisor in this major department or program prior to preregistration.

c. Assignment to regular advisor: By the middle of the second semester of the Freshman year, students shall be given the opportunity to elect a major or major program and shall be assigned to an advisor in the appropriate Department or program.

Any student who does not elect a major program at this time shall retain his or her initial advisor until he or she requests a change and/or elects a major.

COUNSELING STUDENTS

Advisement Policy, cont'd.

2. Transfer Students

a. Entering transfer students shall, where possible, be given an advisement appointment during the summer (or semester) preceding their first registration. Advisors shall be those appointed for advisement during summer orientation.

At orientation, the student shall be assigned to an advisor from his or her broad academic area. The student and his advisor shall have available at least preliminary evaluation of transfer credits. It is the student's responsibility to see that his or her transcript is forwarded to the Office of the Registrar.

Following the initial registration, students shall be assigned to an advisor in their major department or program.

b. Where the transfer student arrives on campus too late for the above procedure, such student shall be asked to elect a major and shall be assigned to an advisor in his major department or program.

The student and the advisor shall have available at least a preliminary evaluation of transfer credits.

C. Upon electing a major department or program, the student shall be given the option of choosing his advisor within the Department or program subject to the approval of the Department Chairperson (or Program Director) and the acceptance of the responsibility by the designated advisor. If the student expresses no preference, the Chairperson (or Director) shall assign the student an advisor.

D. A student may request a change of advisor, either because of a change in major or because he or she feels that a change of advisor will be beneficial to his program. Official acceptance of a new advisor must be approved by the advisee's Department Chairperson (or Director).

All such changes shall be reported to the previous advisor, the new advisor, the appropriate Department Chairperson (or Director) and the Office of the Dean for Instruction in order to provide continuity in the student's program.

COUNSELING STUDENTS

Advisement Policy, cont'd.

E. All Sophomores, Juniors and Seniors (with the exception of first semester transfers and those in academic difficulty) shall have the option of dispensing with formal academic advisement provided that:

1. The student signs a release form which is the pre-registration card indicating that he assumes personal responsibility for meeting all general and major degree requirements for graduation from the College. The form shall be deposited with the Registrar and be retained as part of the student's record so long as the student is in residence.

2. All students shall retain their assignment to a permanent advisor whether or not the student has elected to act as his or her own advisor. Such advisor shall maintain a file of the student's records which are distributed.

Any student who is acting as his or her own advisor and who subsequently requests assistance with advisement shall report to his or her permanent advisor for such assistance.

II. Advisement Procedure

A. The most recent College Catalogue shall be made available to each advisor and student. The catalogue shall be available in time for the summer orientation program each year.

B. Summer orientation advisors shall be provided with descriptions of new courses and programs. Students and their advisors shall be supplied with current and correct official curriculum guide sheets and brochures prepared by the Office of the Dean for Instruction summarizing general degree requirements as well as other materials which may be deemed necessary. New guide sheets and brochures will be issued as necessitated by official changes in program, major or degree requirements.

C. Academic advisors shall be provided with a record of all changes in a student's program including the student's use of the Drop/Add option. (Implementation of this policy section may be deferred until the campus acquires the necessary computer capability).

COUNSELING STUDENTS

Advisement Policy, cont'd.

D. Each semester prior to preregistration, the Office of the Dean for Instruction shall provide each student with a record of his progress through the degree requirements, such record to be revised in the event that degree requirements change. (Implementation of this policy section may be deferred until the campus acquires the necessary computer capability).

III. Responsibilities

A. Responsibility of Academic Advisors

1. The advisor shall be aware of the curricular requirements of each advisee.

2. The advisor shall keep records of decisions made under advisement each semester on the official curriculum guide sheets. A record of courses taken shall be kept current.

3. Advisors shall post a reasonable number of office hours for advisement during the registration periods.

4. Advisors shall observe the general College Policy of preregistering students in courses for which they have had adequate preparation. Advisors shall take note of the numbering sequence of courses, and try to maintain an orderly progression of study from the most elementary through the most advanced course work.

5. First-year faculty should not be asked to advise, unless they have had prior experience with advisement.

B. Department Responsibility

1. Departments shall make an effort to keep Catalogue course descriptions consistent with actual course content. Where significant and legitimate variations in actual course content can be expected Catalogue course descriptions should be sufficiently general to encompass this range of variation.

2. Departments shall be given the option of designating specialized advisors.

COUNSELING STUDENTS

Advisement Policy, cont'd.

a. These advisors shall be:

1. general advisors who are assigned students uncommitted to a major program

2. certification advisors who work with students seeking certification

3. department major advisors who work with students majoring in the Department

b. In departments adopting this specialization option, such specialization shall constitute a limiting factor on the student's right to choose his own advisor.

c. Such specialzed advisors can be given release time only by special signed permission of the Office of the Vice President for Academic Affairs.

3. Temporary advisors shall be appointed by the Department Chairperson whenever a permanent advisor is absent from campus during the advisement period by reason of leave, other professional duties, or illness.

4. Departments shall not refuse to provide advisement for all students who request advisement from them appropriately, or who are referred to them for advisement by the Dean for Instruction.

5. The student in advisement shall take the responsibility for any changes in his or her signed program.

C. Student Responsibility

1. The student shall familiarize himself with Core Requirements, Degree Requirements, hours (credits) required for Graduation and Academic Policies as stated in the College Bulletin.

2. The student shall arrange an appointment with his or her advisor during the regularly scheduled advisement periods.

3. The student shall be responsible for the delivery of his advisement folder to his or her new advisor whenever a change of advisor is approved.

COUNSELING STUDENTS

Advisement Policy, cont'd.

4. The student who is in the active advisement program shall be responsible for notifying his or her advisor of all registration and of add course changes.

D. Administrative Responsibility

1. In the absence of the advisor during a registration period, only the Dean for Instruction or his or her deputy shall have the authority to change a student's program, or enroll the student in a class not approved by the student's advisor.

2. The Dean for Instruction shall send a final copy of each student's program to the student's advisor at the end of each registration period. (Implementation of this policy section may be deferred until the campus acquires the necessary computer capability).

IV. Verification of completion of degree requirements

A. Verification of completion of all degree requirements for graduation shall depend upon review of the student's record by the student's advisor (where applicable), the Chairperson (Director) of the Major department or degree program and the Office of the Dean for Instruction.

V. Registration Procedures

A. All students on campus shall register properly during the registration period.

B. The student serving as his own advisor will obtain his registration card at registration.

C. The Drop/Add period provided for necessary program changes shall be limited to a 5-day period, which shall begin on the Friday of the first week of instruction and continue for 4 working days thereafter. No student shall be permitted to add a course after the end of the drop/add period.

COUNSELING STUDENTS

Faculty Advisors for Student Organizations:

Selection:

Faculty advisors or an approved substitute may be nominated by the student group. In some cases, such as departmental clubs, the department will suggest available faculty names for advisors. Organizations seeking advice on advisor selection should consult the chairperson of the Student Affairs Committee of Faculty Senate or the College Activities Office. Advisors will be recorded in the College Activities Office.

Function:

The primary function of an advisor to an organization is that of consultant. When present at the meetings and in working with the students, the faculty advisor should perform in a consultative role. The group must give the advisor the opportunity to work with it, to be familiar with its program, to get to know its members and to think of himself or herself as part of the organization.

The advisor may work closely with a group or act only as a consultant, at the discretion of the organization. However, an advisor is expected to maintain meaningful involvement with the organization, this usually involving attendance at meetings or consultation with organizational officers. The advisor may assist the organization in its attempts to evaluate its strengths and weaknesses. He or she can give it continuity that is otherwise difficult to maintain with a constant turnover in a student population. A faculty member will contribute his time and service as permitted by proper attention to his or her primary responsibility - his professional work.

Individual faculty advisors giving legal and responsible advice should be covered by the Public Officers' Law, Section 17. Non-college advisors should be advised of their liability status by the Student Activities Office. Consult Faculty Handbook for provisions of the law. It should be understood that the faculty advisor does not necessarily adhere to the political or social views of the organization to which he is advisor.

Relationship of Advisor to the Coordinator of College Activities:

Faculty advisors and members of the student group are urged to talk with the Coordinator of College Activities whenever they wish to explore further any matter which pertains to the particular group.

The faculty advisor is the liaison and active agent for assuring that college policy is properly interpreted and implemented by the particular group.

The Coordinator of College Activities will assist any group with a particular problem or project.

Professional Organizations:

There are local chapters of the following professional organizations at Geneseo:

American Association of University Administrators
American Association of University Professors
New York State Teachers Association
Faculty Association, State University of New York
Phi Delta Kappa
Kappa Delta Pi
United University Professions

Artist Series:

The Artist Series at SUNY-Geneseo, called the Limelight Series, brings to the campus professional performances of the highest caliber in music, dance and theatre. The performances are selected by the Limelight Council, a part of the Student Activities Commission. The Council is composed of students and is advised by the coordinator of college activities, three faculty members from the Fine Arts Division and one faculty-at-large. The Limelight Series is subsidized by mandatory student activity fees, thus providing excellent cultural events at reduced cost for the Geneseo community.

The Limelight Series is open to all students, faculty, staff and the public. The programs have reserved seating and Series subscriptions are available. Information regarding the Series subscription sale which is held during the first weeks of the first semester can be obtained by contacting the College Activities Center. Individual tickets to each performance are also usually available and may be purchased at the College Union Information Center one week prior to the performance.

Artist Residencies and workshops which are part of the programs on the Limelight Series are usually open and are publicized in the local media.

The College Relations Office:

The Office of College Relations is designated by the President as the office responsible for publicizing activities at the college and those held on campus under the direction of college personnel.

The office is interested in news involving members of the campus community, including faculty research, publications and awards, special programs operated by faculty or staff, and general interest activities.

The office will disseminate information on college events to the news media and should have this material in advance to insure that it is properly prepared. Those in charge of various activities and programs should feel free to consult with the Director of College Relations regarding publicity.

The College Relations Office, cont'd.

Compass:

The "Geneseo Compass" is the College's official newspaper. Published biweekly during the academic year by the College Relations Office, the Compass is distributed free of charge to all campus buildings, including the residence halls. It is also mailed to some 600 area residents and alumni who have asked to receive the paper as a means of keeping up-to-date on activities at the College. The newspaper is intended as a vehicle of information and communication for all members of the College community. Faculty, student and staff members and organizations are encouraged to submit newsworthy information and letters on matters of concern to be considered for publication.

All material should be typed double-space and be brought or sent to the College Relations Office, 201 Erwin, by 4 p.m. Monday of the week in which publication is desired to allow for editing and placement. Final decisions regarding publication of all material submitted rests with the Editor.

Speech and Hearing Clinic:

Disorders and defects of speech such as articulation, phonation, language disorders, delayed speech, stuttering, aphasia, speech problems related to hearing as well as diagnostic hearing testing are a daily concern in the Speech and Hearing Clinic now located on the second floor of the Sturges Building.

In addition to college students, the Clinic enrollment includes children from area schools including Holcomb, Canaseraga, Wayland, and York. More than 180 individuals are seen weekly, including referrals from physicians.

Diagnostic speech and hearing examination, or out-patient clinics, are scheduled for any New York State resident upon request. The results of testing determine enrollment in Clinic or referral to other agencies.

The Speech and Hearing Clinic, functioning in the dual capacity of service and training, offers the curriculum majors an excellent background and professional experience for taking their place in the educational and clinical world.

Campus Laboratory School:

The Winfield A. Holcomb Campus School was opened in 1969 and was designed to meet the needs of a modern education program for children. The School contains observation rooms, closed circuit television facilities, clinical areas, and other specialized areas.

The Holcomb Campus School serves as a site for the observation of children, participation, and some of the student teaching programs of the College. These activities are of a varied nature and involve several departments of the College as well as the many concerns of the Division of Education including the Reading Clinic and Special Education for Children with Retarded Mental Development.

Some of the activity of the Campus School faculty and students relates to exploratory work in education, and there is also use of the staff of the school as consultants in special fields.

College Bookstore:

The College Bookstore is operated as a service to students, faculty and staff. Its policies are under the control and direction of the Faculty Student Association. The convenient location of this facility on the main floor of the College Union makes it the recognized source for textbooks, supplies, and personal books.

Among the services provided by the Bookstore are orders for magazine subscriptions, trade books, caps and gowns. An extensive paperback library is also available at the Bookstore.

Regular Bookstore hours:	Monday through Friday 8:30 a.m. - 4:30 p.m.
	Closed Saturday
Summer Bookstore hours:	Monday through Friday 8:30 a.m. - 12:30 p.m.
	Closed Saturday

College Union:

The College Union is the community center of the College. Its facilities and services are for the use and benefit of the entire college community--students, faculty, administration, alumni, and guests.

Included in the Union facilities are: the College Bookstore, a cafeteria/snack bar, music listening rooms, TV rooms, a recreation area, a crafts center, several lounges, a ballroom, meeting rooms, student offices, and the College Union and Activities staff offices.

College Union, cont'd.

The College Union and Activities Division has responsibility for scheduling the Union and other campus facilities for events and activities sponsored by students, faculty, and staff.

Information regarding scheduling and reservation procedures may be obtained from the Activities Center located on the third level of the College Union (Tel. 245-5855).

College Radio Stations:

There are two radio stations on campus. WGSU (FM) is licensed by the Federal Communications Commission as an Educational FM radio station operating on its assigned frequency of 89.3 megacycles with an effective radiated power of 1,800 watts. This station is supervised by the Instructional Resources Center.

A second radio station WGBC (AM), which is student operated, transmits to the college residence halls by means of closed-circuit carrier current at 640 kilocycles on the AM dial.

COLLEGE LIBRARIES

College Library: General:

The mission of the College Libraries is two-fold; to build and organize comprehensive collections in support of undergraduate, graduate, and faculty study and scholarship, and to provide information services which will encourage optimum use of library materials and facilities.

The College's library collections include the general book and periodical collection, the general reference collection, the federal and state documents depository collections, the Curriculum Materials collection, maps, and recordings. Special Collections maintained include the College Archives, Rare Books, the Genesee Valley Historical Collection, and various smaller segments. The Library Science Library includes materials relating to library and information science, printing, documentation, and juvenile and young adult books. The library collections are organized by subject following the Library of Congress system for book classification.

COLLEGE LIBRARIES, cont'd.

Library Hours:

During the regular academic year, the Library is open 93 hours each week:

Monday - Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	12:00 p.m. - 11:00 p.m.

Ordering Materials:

Library materials are ordered through the department with the approval of the chairperson or a designated library respresentative. Purchase recommendation forms are secured from the chairperson. Purchase recommendations must be typed on the form provided. Accurate bibliographic information is essential. Book orders are usually processed within a few days of receipt.

Books, backfiles of periodicals, and periodical subscriptions are charged to the department's library purchase allocation. Allocation balances are adjusted biweekly and information concerning these is available upon request to the department chairperson or the designated representative.

Normally, a new volume is processed and ready for use within one month after it has been received. As books are added to the collection, copies of the original order form are returned to the chairperson of the department initiating the order. This enables the department to accumulate a file indicating library holdings in a particular subject field. The Library's New Book List, listing most materials added, is distributed biweekly to all department chairpersons for routing and posting.

Reserve Requests:

Course collateral readings are given "reserve" status at the instructor's request. Only items which are required readings may be placed on reserve. Reading assignments should not be made until the book has been processed for reserve. The usual loan period for reserve materials is 2-hour/overnight loan. One-, three-, and seven-day loans may be specified by the instructor if preferred. Only one item may be charged out to a borrower at one time.

COLLEGE LIBRARIES

Reserve Requests, cont'd.

Reserve list forms and instructions are secured at the Milne Reserve Desk. All information requested on the form should be supplied by the instructor. Requests should be typed with the books listed in alphabetical order by the name of the author. Requests are processed in order of receipt with the exception of those with incomplete information which must be done last.

Two weeks prior submission is expected at the beginning of the semester. During the semester, at least three days notice is necessary.

Loans to Faculty:

Faculty may charge general collection materials for one year. Materials are subject to recall after four weeks if requested by another borrower. Recalled materials can be recharged to the faculty member following their interim use if so requested. Items may be renewed once.

Restricted loan items, including materials from the Curriculum Resources Center, Special Collections, and Reserve, circulate to faculty members for the specified time periods. Periodicals circulate for two days. Special permission may be obtained from a reference librarian to borrow collection materials.

Faculty spouses may borrow materials for the normal three week loan period after completing a borrower's identification card at the Circulation Desk.

As with any borrower, faculty members are responsible for the replacement cost of any library item lost or severely damaged while in their possession.

Inter-Library Loans:

With some exceptions, research materials not available in the College Library may be secured from another library in the region, state or nation through inter-library loan. Requests for such materials are made through the Reference Librarian. The Library is a participant in the Rochester Regional Interlibrary Loan System (RRILL) and the New York State Interlibrary Loan System (NYSILL).

HEALTH SERVICES

The College has a modern Health Center for the health care of the student body. The Health Center is administered by the Office of Student Affairs and is under the control of the Director of Health Services. The Health Center includes out-patient clinic services as well as an infirmary area for in-patient care. It is staffed by a professional medical and nursing staff and is available to students for their health needs.

Medical Exemptions:

The Health Service does not excuse students from classes; this decision is made by the instructor. Absence due to confinement with illness will be recorded in the student's Cumulative Health Record and can be reported at the student's request to an instructor in the following cases: (1) the student is seen for illness at the Health Service and is admitted for in-patient care, sent home, or hospitalized; or (2) the student has been ill at home or hospitalized and brings a statement from his attending physician. The student should notify the Health Center upon return to campus from medical absences or leaves.

It is the responsibility of the student alone to satisfy the instructor regarding other absences. The instructor, with the student's knowledge and consent, may ask a physician or psychiatrist about conditions which did not require confinement but may have affected academic work if he or she chooses to do so. The Health Service will not ordinarily initiate such contacts.

Recreational Facilities:

The facilities of the Health, Physical Education and Recreation Department are available to faculty and staff throughout a seven day week period at designated times. A time schedule is set up for each semester and summer session at the beginning of the school year. The handball, squash, paddleball courts must be scheduled daily but all of the other facilities of the Schrader building and the Annex may be utilized by faculty and staff for participation in Intramural and Recreational activities other than class hours. Opportunities for recreation are also provided to the immediate family members of faculty and staff.

A complete schedule for the use of the facility may be obtained from the Health, Physical Education and Recreation Department.

INSTRUCTIONAL RESOURCES CENTER

The function of the Instructional Resources Center is to make the total college instructional program more effective. Therefore, the Center will assist and guide faculty in the selection, production, and utilization of media to facilitate learning.

Consultation service is available to help faculty plan for the use of all types of media in their courses. In addition to consultation services, the Center aids in the design and production of audio materials; television presentations (live or recorded); photographs; black and white and color slides; motion pictures; many types of graphic materials including overhead transparencies, charts, graphs, illustrations and other designed instructional materials. Training related to the use of materials and equipment can also be arranged.

Requests for films and other rentable instructional materials should be sent directly to the Center for processing (this service includes ordering, receiving, distributing, and returning the materials for the faculty members). Whenever there is a charge for the rental of materials the cost will be borne by the department using the material. Support services such as equipment and operators will be provided whenever possible. These needs can be booked directly with the Center.

Purchase of Instructional Media:

During this period of fiscal restraint, the College is obliged to institute procedures designed to provide for the best possible care and use of instructional media. The problem that needs to be solved is two-fold: (1) how to avoid duplicating purchases, and

INSTRUCTIONAL RESOURCES CENTER

Purchase of Instructional Media, cont'd.

(2) how to arrange for certain College-owned equipment currently housed in the departments to be inventoried and placed in the Instructional Resources Center for wider utilization and better care.

In order to avoid duplicate purchases of instructional media, the following procedure will be instituted, effective immediately:

(1) Prior to instituting purchasing procedures, the department chairperson should consult the Coordinator of the Instructional Resources Center.

(2) The Coordinator will advise the chairperson as to whether the College already owns the media, and if so, whether it can be made available to the department without purchase.

(3) If the College does not own the media or if it is unavailable for use, the Coordinator will advise the chairperson and the Purchasing Office.

(4) The chairperson will then submit a purchase requisition to the Purchasing Office in the usual fashion.

CONSENT AND RELEASE FORMS FOR EDUCATIONAL RECORDINGS

Unusual and Controversial Recordings:

The Instructional Resources Center occasionally produces recordings where the subject matter may be of an unusual or controversial nature. Such recordings sometimes raise problems involving right of privacy, defamation of character, obscenity, propriety, etc. The following memorandum by no means exhausts this question nor do the policies stated cover all circumstances. The comments below are presented to faculty members as information and guidance in their handling of potentially delicate situations.

The policy of the Instructional Resources Center is to obtain a release, prior to recording, from each person who is expected to appear on a videotape, audiotape, motion picture film or other recording made by the Center. The release is designed to establish a legal relationship between the University and each person involved. In order to protect all the parties involved, however, the release

CONSENT AND RELEASE FORMS FOR EDUCATIONAL RECORDINGS

Unusual and Controversial Recordings, cont'd.

does not give the instructor (the "recording party") who engaged the Center to make the recording the right to use the recording in such a manner as to intentionally misrepresent or distort the views of any person or to intentionally defame, invade the privacy of, or otherwise place any person in disrepute.

The recording party is cautioned that he is responsible for both the content and the utilization of the recording. It is the policy of the Center that no playback of any such recording will take place without the presence of either the recording party or a properly qualified professional designee appointed by the recording party.

The audience should be apprised of the professional ethics involved in honoring the privacy of the material. An appropriate briefing of the audience shall be the duty of the faculty member who is supervising the playback.

Any editing of the recordings that may be deemed necessary is the joint responsibility of the recording party and Instructional Resources Center personnel. Such editing is particularly important when documentary recordings do not provide the usual controls or expectations. It is, therefore, the policy of the Center that problems involving right of privacy, defamation of character, obscenity, propriety, etc. may be edited from the recording at the discretion of the recording party.

Finally, with respect to the content of recorded material for which the recording party is professionally responsible, the recording party hereby agrees to hold the Center and the University harmless and indemnified against any and all legal actions brought by any and all persons where such action or actions are based on alleged invasion of privacy, defamation of character, or obscenity.

I have read the above and recognize my responsibilities and obligations with respect to the policy regarding Unusual and Controversial Recordings.

DATE_____ RECORDING PARTY_____

CONSENT AND RELEASE FORMS FOR EDUCATIONAL RECORDINGS, cont'd.

Faculty/Staff/Developer Educational Recording Consent and Release:

TITLE:
TAPE NUMBER:
DATE RECORDED:
DATE ERASED:

I_____, for consideration received, do hereby give my consent to the State University of New York, and those acting pursuant to its authority (hereinafter referred to as the "University") to exhibit, broadcast, circulate, or otherwise publish and republish the above-described videotape, audiotape, motion picture film or other recording, including any copies it may have made thereof, which I have developed and/or in which I appear (hereinafter referred to as the "recording"), subject to the condition that such publication and republication shall be for non-profit educational purposes only.

I acknowledge that the University shall have the right to edit the recording in consultation with me, provided however, that the editor shall exercise good taste and judgement with respect to possible defamatory and controversial materials. Provided the University does not willfully misrepresent or distort my expressions, views or work product, I release the University from any claim that I may have by reason of the making or playing of the recording.

I further release any proprietary right I may have in the recording, and consent to the use of my name, likeness, voice and biographical material in connection with publicity relating to the recording. However, I reserve the right to withdraw the recording from circulation for a stated period of time for any reason whatsoever, upon my written request.

Further, I acknowledge that this consent and release shall be of perpetual duration. However, at such time as the University shall deem the recording to be of no further non-profit educational utility, the recording shall be destroyed.

_____ DATE

_____ SIGNATURE

Address_____

_____

CONSENT AND RELEASE FORMS FOR EDUCATIONAL RECORDINGS, cont'd.

Participant Educational Recording Consent and Release:

TITLE:
TAPE NUMBER:
DATE RECORDED:
DATE ERASED:

I_____, for consideration received, do hereby give my consent to the State University of New York, and those acting pursuant to its authority (hereinafter referred to as the "University") to exhibit, broadcast, circulate, or otherwise publish and republish the above-described videotape, audiotape, motion picture film or other recording, including any copies it may have made thereof, in which I appear (hereinafter referred to as the "recording"), subject to the condition that such publication and republication shall be for non-profit educational purposes only.

I acknowledge that the University shall have the right to edit the recording, provided however, that the editor(s) shall exercise good taste and judgement with respect to possible defamatory and controversial materials. Provided the University does not willfully misrepresent or distort my expressions, views or work product, I release the University from any claim that I may have by reason of the making or playing of the recording.

I further release any proprietary right I may have in the recording, and consent to the use of my name, likeness, voice and biographical material in connection with publicity relating to the recording.

Further, I acknowledge that this consent and release shall be of perpetual duration. However, at such time as the University shall deem the recording to be of no further non-profit educational utility, the recording shall be destroyed.

_____ _____
DATE SIGNATURE

Address_____

_____

Consent and Release of Parent or Guardian if participant is under twenty-one years of age.

_____ _____
DATE SIGNATURE

Address_____

_____

VISITORS TO THE COLLEGE

Regulations Governing Non-Students:

1. Except in the case of charitable fund-raising campaigns, no individual or organization may seek contributions, advertise (outside of student publications), or conduct business on the campus. Persons invited beforehand to conduct business with College officials or to meet students for business purposes in their private rooms may come on campus to meet only those persons who requested an appointment. A State University Board of Trustees resolution (66-156) specifies that "no authorization will be given to private commercial enterprises to operate on State University campuses or in facilities furnished by the University other than to provide for food, laundry, dry cleaning, barber and beautician services and cultural events."

2. Non-students may enter the campus only when attending a public event (lecture, tour, performance, exhibit); using a facility or recreation area scheduled for public use; or keeping an appointment with or being escorted by a member of the student body, faculty, or staff. Persons not engaged in unacceptable conduct will be given the benefit of any doubt as to their reason for being on campus and allowed to proceed toward one of these destinations. However, any non-student may be ordered from the campus at the discretion of security officers or a member of the faculty if his or her behavior violates conduct regulations which pertain to members of the academic community or if it becomes clear that he or she has no specific destination. Failure to obey such order will lead to arrest for criminal trespass (Penal Law 140.05) and any other violation of law which might simultaneously occur.

3. For reasons of campus protection, certain former students or other non-students may be explicitly disallowed any campus visitation privilege whatever at the discretion of the Vice President for Student Affairs or the Vice President for Business Affairs, and will be notified of this in writing. A person thus notified would be subject to immediate arrest for trespass upon appearance on College property.

Persons visiting the College on official business may have overnight accomodations reserved on their behalf by members of the faculty through their department chairperson and/or the administration. Rates and room information are available at the College Union Office.

Limited visitor's parking is provided in the forecourt in front of Welles, the lot near University Drive and Court Street, and the 'K' lot to the south of Schrader Gym. Guest parking cards are available at the Bursar's Office, the Erwin Reception Desk, the Holcomb School, and the Security Office.

VISITORS TO THE COLLEGE, cont'd.

No food service for guests can be charged to the College. However, upon request to the President's Office, meal tickets for official guests may be secured.

Procedure: (Suggestions)

1. With letter of invitation, send in advance,
   a. campus maps
   b. guest parking card, if guest is driving, dated and signed (otherwise provide to guest upon arrival).

2. Arrange for on-campus housing well in advance by contacting the College Union Office (5851).

3. Questions may be directed to the Office of Business Affairs, Erwin 208, phone 5601.

4. Campus Security may be contacted for assistance twenty-four hours daily by calling extension 5651.

PUBLICATIONS OF STATE UNIVERSITY OF NEW YORK

The State University of New York issues certain official publications at regular intervals. While some of these are not available to all of the faculty members, copies are generally distributed to administrative officers and department chairpersons.

State University publications include: The Annual Trustees Report; Scholarships, Fellowships, and Loan Funds; Annual Summary Bulletin; Annual State University of New York Director; weekly State University News; Annual Director of State University Local Councils; and Policies of the Board of Trustees.

News of Geneseo's activities is forwarded each week to the Editor of the State University of New York News. Additional contributions from faculty members are welcome and should be forwarded to the State University of New York News through the Office of College Relations.

Release of Addresses:

General college policy is not to release names and addresses of faculty and students for commercial purposes. An exception is made in sending the Undergraduate and Graduate Bulletins to educational publishers who supply sample copies of textbooks to faculty members.

Use of College Facilities*

College facilities are availabel to faculty, students, and campus organizations for the sponsorship of various educational programs, including partisan political presentations in the context of equal opportunity and eventual balance of viewpoints. College members may be allowed to act as sponsoring hosts to external organizations which actually present programs. All programs will be conducted under college guidelines and supervision, and they may be open to the public.

The following specific conditions apply:

1. Fund raising is permitted on campus for direct program costs, the internal operations of College organizations, or contributions to non-profit, external political and charitable organizations. Each fund-raising activity must be approved by the coordinator of college activities (apply at least three days in advance at the College Activities Center, C.U. 354) and must be conducted in the location assigned. Permission will be granted in writing or denied in writing, and the approval must be shown on request to anyone who asks for proof of permission. Solicitation for charities in residence halls, sorority houses, or fraternity houses requires permission also from the governing body of the group involved; and the activity will be limited to public areas and excluded from rooms and corridors. Organizations conducting charity drives must receive, in addition to college permission, specific permission to solicit within particular campus buildings from the administrators responsible for those buildings. Non-charity fund raising on campus is limited to the College Union lobby. (For off-campus fund raising, village rules require permits for peddling but not for charity solicitation. A Geneseo student or faculty or staff member must be present at all times, although campus guests may assist. A financial report must be submitted to the coordinator of college activities, showing amount received and intended disbursement, within ten days of the collection or activity. When disbursement is made to an external organization, a copy of its receipt must be given to the coordinator.

2. There is to be no commercial activity on the campus other than that administered by the Faculty-Student Association or by an office of the College as a necessary element in a special educational or service program approved by a vice president. (This, of course, is not meant to preclude potentially profitable academic work where solicitation on campus is not involved). Commercial advertising is permitted only (a) in campus publication or broadcast programs which are not as a whole primarily or exclusively advertising in content, (b) in notices or leaflets which may be left in a place

Use of College Facilities*, cont'd.

designated by the person in charge of each residence hall of the College Union for a twenty-four hour period----those remaining to be destroyed or (c) in one bulletin board notice given to the College Union for posting under staff direction. Exceptions (e.g., playbill or calendar advertising may be approved by the coordinator of college activities.

3. Educational programs may be broadly defined and necessarily may influence potential voters, but neither the name of the college nor any public monies or supplies may be used for the direct support of a partisan political cause or candidacy.

4. The resources and facilities of the college may not be used for the purpose of supporting persons who advocate violent overthrow of the government.

Under the same conditions, and within the same context of equal opportunity, external organizations may be given the use of college facilities on a cost-of-service basis for educational activities---including partisan political programs ---which do not interfere with those sponsored by faculty and students. Such events should be open to members of the academic community insofar as possible in order to make a contribution to the educational purposes of the college. However, some non-political events which are closed or not explicitly educational may be approved on the basis of potential contribution to community improvement, College-community relations, or the work of other tax-supported agencies.

*Scheduling of college space and facilities for events other than academic department meetings and instruction is done by the Activities Center.

Faculty-Student Association:

The Faculty-Student Association is established to promote and cultivate educational and social relations among the students and faculty by assisting them in every way possible in their education and in their study, work, living, and extracurricular activities. The Association is responsible for supervising any activities that have funds which are collected and accounted for locally, for example, Dining Services, Bookstore, and Rathskeller.

It is a not-for-profit corporation and any net income is used to promote the educational purposes of the Association or the college, as well as maintain and replace the existing equipment. Membership in the corporation is limited to 16 persons of which those who encumber the following positions are automatic members of the Board of Directors: President of the College, four Class Presidents, and the President of the Student Association; the remaining five members are chosen from the membership at large elected at the annual meeting.

Dining Services:

Dining Services operates three dining halls, Mary Jemison, Letchworth and Red Jacket; two snack bars, College Union and Blake A; one restaurant, Blake A Dining Room and the Holcomb Campus School cafeteria.

Meal plans are based on a coupon system which allows students to eat at any facility with the exception of Blake A restaurant or the Holcomb Campus School cafeteria.

Complete vending services is provided by Dining Services in all academic and residential buildings. Catering services are available for coffee hours, wedding receptions, banquets and groups from 10-500 people.

Any questions regarding Dining Services should be directed to the main office at extension 5666.

Calendar, Academic Year:

The official calendar of the College is issued by the Vice President for Academic Affairs as recommended by Faculty Senate and approved by the College Cabinet.

Copies of the official calendar shall be provided, initially and subsequent to any changes, to each account supervisor and clerical supervisor. It shall also be published in the college bulletins and the College newspaper "Compass" prior to the beginning of each academic year. It may also be found on the inside front cover of this handbook.

Animals on Campus:

The following policy statement has been approved and is effective July 1, 1971: No pets or animals shall be permitted on campus or in campus buildings, except:

1. Seeing-eye dogs
2. Animals required for laboratory and experimental purposes
3. Animals on leashes accompanied by a responsible person during a temporary visit. Such leashed animals, however, are not permitted in dining or residence halls unless they are seeing-eye dogs.

Security shall be responsible for enforcement of this policy. Apparent violations may be called to the attention of Security by dialing (5651).

Health Service, Emergency Treatment (Faculty/Staff):

Any member of the Faculty and Staff may go to the Health Service Infirmary for emergency treatment.

After emergency treatment has been administered, the patient will be referred to his own physician and/or hospital. The Health Service Infirmary is open 24 hours daily, 7 days a week, during the regular academic year.

Accidents and Injuries:

The College is obligated to follow a most careful process in the reporting of accidents and injuries. Everyone is urged to become familiar with the pertinent sections and comments of the procedure as set forth by the University. The complete regulations are filed in the office of Vice President for Business Affairs, Security and the Health Center.

All accidents and injuries on campus are to be reported. All accidents and injuries off campus, involving State employees, enrolled students (including Campus School), and/or State vehicles are to be reported.

The following steps are to be taken by anyone involved in or witnessing an accident or injury on campus:

1. Report to and/or go to the Health Center immediately.
2. Report to your immediate supervisor, college professor, or residence hall director as soon as possible.
3. The supervisor, college professor, or residence hall director should contact the Security Office (Extension 5651) as soon as possible following an accident or injury.

Accidents and Injuries, cont'd.

4. Reporting of Student Accidents in Instructional Area under Faculty Supervision

In the event that a student has an accident in an instructional area under faculty supervision, the student should be referred to the College Health Center immediately. If the nature of the accident is such that the student is unable to be moved, please call the Health Center, 245-5736. The Health Center staff will provide the necessary medical treatment and process the required accident reports.

Requests for Service:

EMERGENCY:

EMERGENCIES INVOLVING SAFETY AND SANITATION ANYWHERE ON CAMPUS SHOULD BE REPORTED BY ANYONE DIRECTLY TO THE MAINTENANCE OPERATION CENTER BY PHONE (5661).

NON-EMERGENCY:

All requests for non-emergency or non-routine maintenance service (excluding custodial requests) are to be submitted on a Maintenance Work Request form and sent to the Maintenance Operation Center (Service Group).

Equipment Movement:

Requests involving the need for or the movement of equipment except those items needed daily in the instructional program are to be sent to Business Affairs, Erwin 217 to the attention of the Director of Purchasing.

Procedure:

1. All such requests are to be on the Work Request form.
2. Requests must bear the approval of the department chairperson or Administrative Officer.

Facility Space Alterations:

Requests for contruction, manufacture, rehabilitation, facility changing, will be reviewed by Business Affairs before approval and scheduling. Attach appropriate memorandum drawing or specifications and submit to the Director of Facilities Planning.

In such cases a prior discussion of such intentions would be helpful. Please call the Director of Facilities Planning (5511) for an appointment.

Custodial Services:

These services are provided to all buildings daily Monday through Friday as required and may be accomplished during any given shift of each day. The assignment of staff for these services is made by the Plant Superintendent in cooperation with the Head Janitors.

Requests for special cleaning must be directed, in writing, to the Custodial Department, Fraser Building. Cleaning emergencies should always be telephoned to this same office, Extension 5693.

Requests for non-routine maintenance services other than cleaning and moving should be directed, in writing, to the Plant Superintendent, Service Building. (See Maintenance Services)

Mailing Labels/Fee:

A fee schedule for the preparation of labels by the Computer Center staff has been approved by President MacVittie.

The users shall be charged $.08 for each data card punched and verified and $.01 for each label printed. The users are required to supply the labels.

This fee should be charged to users who are doing College related work (Thoreau Society mailings, AAUA listing, Political Science Association listing). Non-college users shall not be allowed to use the service. The normal mailing label requests of the Registrar's Office, the Graduate Office, the Admission's Office, and the other College offices conducting administrative operations shall not be charged these fees.

The income from the service shall be deposited in an income reimbursable account and used by the Computer Center to defray expenses. Employment of temporary service personnel to keypunch, verify, program, and operate the computer shall be the chief use of the money.

BOMB THREAT

In the event that a bomb threat is received by the College against a given building, the following procedure shall be observed by all personnel, students, and guests. Security is in charge of all such occurrences.

During Normal Building Hours

1. If a call is received:
   a. Keep the caller on the line
   b. Attempt to identify voice, sex, etc. - make notes
   c. Keep phone off hook, even after caller hangs up
   d. Unless received by Security - notify Security as soon as caller has hung up

2. Upon being notified Security will immediately:
   a. Alert all necessary personnel - supervisory
   b. Actuate the fire alarm of the building cited
   c. Supervise the evacuation
   d. Secure the building
   e. Notify evacuated personnel of next steps
   f. Search the building

3. Upon hearing the alarm all personnel, students and guests shall:
   a. Leave their place of work or study taking only coats, purses and keys
   b. Move away from the building at least one hundred feet
   c. Await Security announcement

4. Employee Procedure after Evacuation:
   a. Await Security announcement (initial)
   b. In absence of announcement - leave building area
   c. Return one hour later
   d. Await Security announcement (second)
      If building still secured -
      1. Supervisors will meet with staff and reassign as possible and reasonable
      2. Go to reassigned building
      3. If not possible, employees will be released

      If building is declared clear:
      1. Employees may enter and resume work, or,
      2. May take work from building and work elsewhere for balance of shift (supervisor's discretion), or,
      3. May, if uncomfortable, leave for the balance of the shift by clearing with supervisor and by charging time accruals

BOMB THREAT, cont'd.

Other Than Normal Building Hours

The general procedure will be followed with these exceptions:

1. If the event occurs prior to the normal opening of the facility, appropriate notices or announcements will be made to arriving personnel. Security personnel or other delegated persons will be appropriately stationed to effect such notice or announcements.

2. If the event occurs after the normal closing of a facility and prior to other than day shift, all appropriate supervisors and employees shall be notified and the general steps, outlined as necessary, shall be followed. This applies to shifts which begin and end prior to a regular day shift.

General Statements

Upon evacuation from a building and until a reassignment for work has been made, or as officially released with no reassignment, no charge to leave accruals shall be made. Upon a building being declared clear, any employee, after notifying the supervisor, may go home by charging leave credits for the balance of the normal shift.

Only Security and other authorized and trained personnel will be permitted to conduct the appropriate search.

If the time of the threat occurs such as to make unfeasible the return to work (late in the shift), a determination will be made and announced that those persons affected may leave for the day with no charge to leave accruals and the steps above to return at hour intervals shall not apply.

All supervisory personnel shall keep records of their respective staffs for review and for determining the accuracy of subsequent time sheets.

If upon reassignment the building of reassignment becomes threatened, the same steps shall apply except that, where possible, a return to the regular building shall be attempted first. Should the original building remain closed, all employees of that shift immediately affected shall be released with no charge to time accruals.

Damage Reports:

Damage to College facilities, equipment and grounds other than normal wear shall be reported and all costs shall be collected from the responsible person(s) and/or the appropriate insurance carrier.

In the case of damage within a Residence Hall where a specific person cannot be identified, the Director of Housing shall effect, by recommendation, a group billing of the appropriate residents.

The Maintenance Division of Business Affairs shall be responsible for the review of such reports and for the necessary remedies to restore or repair the facility, equipment, or grounds. The Bursar's Office of Business Affairs shall effect the billing of the individual(s) and/or the applicable insurance carrier.

Damage Report initiation shall be the responsibility of the building administrator, the Director of Security or Maintenance, and such other supervisory personnel as shall be notified. All others should call attention of damage to such designated personnel.

Special Note: Where emergencies exist involving safety and health, the report may be telephoned to the Maintenance Office, followed by the written report.

Procedure:

1. A separate damage report, in triplicate, shall be filed for each instance, except that if damage occurs to facilities and/or equipment and grounds, all such damage, in a single instance, may be reported on a single report.

2. The originator shall keep the second carbon and forward two copies to the Maintenance Operation Center (MOC) Service Group.

3. The MOC will review and estimate the damage and issue the necessary work orders for repair or purchase.

4. The MOC will send the original of the report to the Bursar, who will issue the College's billing statement. A copy of the billing statement will be sent to the initiator of the report.

5. Upon payment, another copy of the billing statement will be sent to the initiator to cancel his open file.

6. Appropriate records will be kept by the Office of Business Affairs.

7. All collections shall be appropriately transmitted.

Damage Reports, cont'd.

8. Supplies of the Damage Report form will be made available by Business Affairs.

9. Group billings shall be made upon the issuance of an alphabetic listing to the Bursar's Office with reference to the specific report.

Emergencies Involving Students:

Injured or ill students should go or be taken immediately to the Student Health Center unless the severity of the condition precludes the use of ordinary transportation. In such cases phone the Student Health Center (245-5736) for instructions. In extreme cases, phone the Sheriff's Department for ambulance service (243-1212); then phone the Student Health Center to report details. In some instances it may be necessary to insist that a student seek medical assistance in spite of assurances from the student that the need is not great.

Incidents not reported to the Health Center should be reported to the Dean of Students or another senior administrative dean in the Office of Student Affairs (Dean McWilliams, Dean Thomson). These persons have the authority and responsibility to coordinate various College efforts on behalf of the student. As an alternative, if the student lives on campus, the assistant dean in residence may be called.

All emergencies involving students should be reported, including for example a death, suicide attempt, severe emotional disturbance, serious accident or illness, missing person, or arrest for a major offense.

In the interest of accuracy and completeness, information regarding emergencies should be considered confidential. The dean called will arrange for appropriate notification of parents, President, Vice President for Student Affairs, and the public information officer. Public Relations will handle all news releases from the College.

Dean	Office Phone	Home Phone
Dr. Salters	245-5706	243-2786
Dr. McWilliams	245-5716	243-3291
Dr. Thomson	245-5711	243-0777
College Security	245-5651	
Student Health Center	245-5736	

PLEASE NOTE THAT EMERGENCY TELEPHONE NUMBER LABELS HAVE BEEN AFFIXED TO EACH COLLEGE TELEPHONE.

Fire and Fire Drills:

The College is obligated to follow a most careful process in the reporting of fires. We urge everyone to become familiar with the pertinent sections and comments of the procedure as set forth by the University. The complete regulations are filed in the office of the Vice President for Business Affairs, Security, and the Infirmary.

All fires are be reported directly to the Security Office and/or the College Switchboard immediately (Extension 5651 or 0).

The faculty has the responsibility for knowledge of college fire regulations and shall assume responsibility for enforcing these rules and assisting in the rapid and safe evacuation of the building.

At the first class meeting of every semester or instruction period, the college faculty shall review the regulations pertaining to fire drills. Faculty advisors to student groups have the same responsibility as do Residence Hall Directors in the residence halls.

PROCEDURE IN CASE OF FIRE:

1. The fire alarm signal is a continuous sounding of the fire gong located in each hallway.

2. At the sound of the gong, proceed out of the room, turn left or right, depending on your location, and proceed immediately to the nearest exit from the building.

3. Walk quickly and quietly toward the exit. DO NOT RUN.

4. NO SMOKING!!

5. After exiting the building, move at least 100 feet away from the building to avoid confusion at the exit and to allow fire-fighting personnel and equipment to function.

6. Do not re-enter the building for any reason until the all clear is indicated.

7. SUPERVISORS, COLLEGE PROFESSORS, AND RESIDENCE HALL DIRECTORS: Check room to see that it is vacant, close windows, turn off lights, close door (do not lock), leave by the same exit and supervise movement of students away from the building.

PROCEDURE FOR FIRE DRILLS: Occasionally fire drills as required or appropriate will be held, and the procedures outlined above will be followed.

Fires, Use and Prohibition:

The use of lighted candles, incense, or other such items shall be prohibited. Excepted are those items for smoking tobacco.

Open fires on campus are prohibited except as required by the academic or service programs of the College.

The only fires or burning of materials within a building shall be limited to the College's heating plant, approved incinerators, and fireplaces.

Smoking:

Smoking is permitted in College buildings only when proper receptacles have been provided and there is no official posting to the contrary.

Persons electing to smoke are obligated to use proper receptacles and to exercise care in the use and disposal of the items in the interest of safety and concern for others.

Keys, Issuance and Surrender:

No person, other than fully authorized full-time faculty and staff, shall be entitled to a key to any building, room, or piece of equipment, nor shall any key be loaned to any person other than a full-time faculty or staff member unless special advance arrangements are made.

Keys necessary for a staff member shall be requested by the department chairperson or the secretary or the immediate supervisor or secretary.

Each person receiving keys will be required to sign for them at that time as well as when they are turned in at the termination of employment, i.e., prior to being issued his/her final pay check.

Advance arrangements consist of filing requests for exceptions as follows: (Use three-part memo stock, give one copy to the part-time person and send the two as indicated below).

Student Personnel - Request in writing approved by the Vice President for Student Affairs only and filed with the Office of Business Affairs and the College Security Office

Academic Affairs - same - approved by the Vice President for Academic Affairs

Administration - same - approved by the Vice President for Business Affairs

Keys, Issuance and Surrender, cont'd.

The memo of request, when approved, should be filed in advance of the dates involved. When an extra key is temporarily needed, please indicate this in the memo. The key will be issued by Maintenance to the office which has given the approval and is to be returned after use to the office from which it was issued.

1. The person wishing a key(s) indicates this to the departmental office secretary, who:

2. Completes two copies of the Key Control form and forwards them both to Maintenance-Service Group. Use the blank lines on the form for any special message required. Indicate always if a key has been lost. Enclose all parts of broken keys with request forms.

3. Upon receipt in Maintenance the locksmith will make the keys and send them to Erwin 208 (Office of Vice President for Business Affairs). Upon receipt, Business Affairs will notify the department to have the employee pick up and sign for the keys in this office.

4. No telephone requests will be accepted by Maintenance except in cases of critical emergencies. After normal business hours such emergencies should be called to Security. The building custodian can help during the day on lock-outs.

5. The secretary must sign each request in behalf of the chairperson and indicate date of request after signature.

6. Most office equipment items have locks with numbers stamped on them. Use such numbers for requesting keys for such items of equipment. Door locks do not carry numbers.

7. If a faculty or staff member is moving from one office to another, do not exchange. Rather, complete a key request, as above, for this person, and when the new keys are available he would turn in his old and pick up his new - signing for both actions.

8. Departmental secretaries should file a key request for each new staff member following the steps outlined above.

Traffic and Parking:

The Traffic and Parking regulations are those promulgated by the College and approved by the College Council and the University Board of Trustees subject to Section 362 of the State Education Law. These regulations are applicable to all persons authorized to operate a motor vehicle on campus property.

Traffic and Parking, cont'd.

Each person desiring to operate a vehicle on campus is obligated to the procedures set forth in the regulations and to those subsequent changes as may be approved. Each person who is authorized to operate a vehicle on campus will be furnished a complete copy of the "Regulations" at the time of his registering his vehicle. Such persons will be required to indicate by signature, to the Director of Campus Security that the "Regulations" have been received and acknowledged.

The full statement of the "Regulations" is available from Campus Security and is posted in each building annually.

Traffic Fines, Agreement to Pay:

Upon determination that a traffic fine is due and payable and the individual involved cannot immediately make payment, an "Agreement to Pay" form may be signed by the individual upon review by the Office of Business Affairs. Such agreements are to be issued for an initial period of not to exceed thirty days, at which time, if payment is not made, next appropriate actions shall be taken by the College as permitted by law or regulation.

Subsequent extensions of the initial period will be considered only upon written request of the violator and directed to the Vice President for Business Affairs.

Such requests to defer payment are to be made to the Vice President for Business Affairs immediately upon knowledge of the charge and inability to pay at that time (Erwin 208, Extension 5601).

Parking Fines:

Unresolved or unpaid parking fines will be reported to the Business Office twice a year. December 1, for those persons who may be terminating at the end of the first semester and May 1, for all those with outstanding fines as of May 1. Payroll deductions of any outstanding amounts will be made against faculty and staff during the month of June. This procedure was authorized by the Trustees of State University, resolution on April 25, 1973, as summarized in the following statement:

> "Chapter 148 of the Laws of 1972, adopted by the New York State Legislature enacted 362 of the Education Law authorizing the trustees of State University to promulgate parking regulations, including the assessment of fines for violation thereof. This legislation permits the deduction of such unpaid fines from the salary or wages of an employee of the University."

Parking Fines, cont'd.

"Regulations (8NYCRR, Part 560) of the Trustees enabled the College Council of each state-operated institution to develop parking regulations subject to trustee approval. The College Council for the State University of New York at Geneseo has adopted parking regulations including the assessment of fines for violation thereof and the deduction of such unpaid fines from the salary of the offending employee. These regulations have been approved by the Trustees of State University."

Security/Services in Relation to the Health Center:

Policy:

1. No transportation will be provided by the Security Division for students who need to go to the Health Center but could reasonably be expected to walk or find their own transportation. Recuperating students (e.g., on crutches) will not be transported by the Security staff.

2. Transportation will be provided by Security officers where a degree of emergency exists due to (a) the existence of a serious problem such as bleeding, object in eye, or severe pain, which requires immediate treatment but not ambulance transportation to a hospital; (b) an injury or illness which renders the student incapable of walking; or (c) the need for subduing a potential patient whose behavior is not sufficiently controlled. The residence hall staff will screen the requests and make calls to Security and, in any case, one of the residence hall staff members will assume responsibility for the patient and accompany him to the Health Center unless the security officer explicity refuses this assistance.

3. As in the past, a security officer will meet, at the entrance to the Health Center, any student who urgently requires treatment after 12:00 midnight in order to provide protection and assistance for the nurse on duty at that time. Students who do not actually require medical treatment will be cleared from the building, and then the nurse and office can make a cooperative determination as to whether further security services are required. The nurse will indicate as soon as possible that she has matters under control when there are few enough patients and those patients are not unruly.

Security:

The Campus Security Division is located on the third floor of Blake A, Room 300. The telephone extensions are 5651 and 5652. Security may also be reached by dialing '0' (operator).

The Security Division at the State University at Geneseo is manned and equipped to provide professional security and safety services on a twenty-four hour a day basis. During normal duty hours (8 AM to 5 PM, Monday through Friday) an office staff is available for assistance in the security/safety area. During nights and weekends, a limited Security staff is available at all times.

Campus Security at Geneseo is a service agency and is available at any time to provide faculty, staff, students or visitors with any type of service within the areas of Security responsibility.

Automobile registration for campus parking is handled at the Security Office. Visitors parking permits are also available. Campus Security provides a full range of law enforcement related duties together with safety, information and assistance.

First Aid Kits:

College Infirmary approved kits have been placed in the custodial area of each College building, the Director's Office of each residence hall, the supervisors office of each dining hall, each State passenger vehicle, and in selected offices of each academic building, at least one per floor.

Chairpersons, secretaries and supervisors are urged to inform their staff members of the presence of these kits.

The janitor, the secretary, or other person whose office or area is so provided is asked to periodically review the contents and when necessary send the kit to the infirmary for replenishment. The kits may be placed in a large inter-office envelope and addressed to the Infirmary. Please make certain the kit is identified for prompt return.

There will be no charge to individual department accounts for the kits or their contents.

Services & Product Sales by the College:

Staff members of the College shall not make arrangements in behalf of the College, direct or indirect, with any person or agency relative to selling or offering to sell any service or article, except through the Office of Business Affairs, and then only after the necessary approval has been granted in writing by the respective campus department head or appropriate administrative officer.

Such intentions shall be made known to the respective Vice President, who will then consult with the Vice President for Business Affairs.

Accounts, Chart of:

The chart of accounts used at the Geneseo Campus shall be that agreed upon for all accounting purposes by the State University.

A copy of the most current chart of accounts shall be furnished to the administrative head of each account and to the supervising clerical person at least once a year. Minor changes within a year shall be communicated only to the account affected in addition to the Office of Business Affairs.

The respective account number for a given operational unit of the College shall be entered on all forms where such a number is required.

Accounts, Monthly Statements:

A monthly statement of account balances shall be furnished to the administrative head of each account during the first week of the month following the month being reported.

The administrator responsible for expenditures within an account should review the report upon receipt and call any discrepancies to the attention of the Accounting Department of the Office of Business Affairs.

A detailed review of expenditures may be made with the Accounting Department by calling for an appointment (Extension 5606).

Backcharging:

The following cost centers are presently used for backcharging services to the using departments:

1. Telephone & Telegraph
2. Central Stores (Office Supplies)
3. Central Duplicating
4. Mail & Messenger
5. Computer Center
6. Instructional Resource Center
7. Automotive

An allocation for each of these was made to each department, based upon the average expenditure experience of the department for the past three years. When a department expends the amount allocated, any further expenditure is subsequently charged to the regular supply and expense allocation of the department.

Budget Preparation:

The preparation of the College's Operating and Capital Budget is the primary responsibility of the Office of Business Affairs, Budget and Accounting Division in cooperation with Offices of the Vice Presidents for Academic Affairs, Student Affairs, and Business Affairs.

The College's budgets are submitted only after final review and approval by the President of the College. Specific instructions and procedures, other than those established by the Budget Control Officer, are the responsibility of the respective Vice Presidents.

The Budget Control Officer shall provide the President and each Vice President with the appropriate calendar, instructions, and forms each year upon receipt of appropriate materials from the University's Vice Chancellor for Finance and Management.

College Organization or Unit Fund Deposits, Location of:

Any College staff member of office which uses non-State funds in connection with a campus activity, whether the money is collected on campus or not, must deposit those funds either in a College budgetary account or in a Faculty Student Association agency account. No separate bank accounts off campus are permitted.

Approval to open an agency account with FSA may be obtained by writing to the Association president, (See organization listing - inside front cover). Advice on the appropriateness of using a College budgetary account instead may be obtained from the College Budget Control Officer, Erwin 217.

Before initiating any financial activity on campus, please be sure you have established an account, as well as having obtained any necessary permission for conduct of the activity itself. A four percent (4%) service charge is levied against all accounts except those exclusively funded by Student Activities fee monies.

Approved organizations are already covered by corresponding policies. The extension of financial controls suggested above will finally enable us to ensure the educational relevance of all financial ventures on the campus.

Tuition Waivers:

Tuition waivers must be requested, in writing, of the Vice President for Academic Affairs and approved in advance of the session for which the tuition will be waived. Forms and complete information may be obtained in Erwin 205.

Absences, Faculty and Administrative Staff:

State regulations require that the daily attendance record of all professional staff members be filed in the Personnel Office as a prerequisite to payroll submission.

Chairpersons of departments are responsible for filing monthly reports on faculty attendance with Iona Ferris in the Erwin Lounge.

Members of the Administrative staff file monthly reports of absences with the Receptionist in the Erwin Administration Building.

Other reasons: Requests for absences which can be anticipated are to be submitted at least three days prior to such absence to the respective Vice President through and endorsed by the department chairperson or administrative department or division head. These requests can be approved only when the quality and continuity of instruction and/or service can be maintained. Classes must meet regularly under adequate faculty instructional supervision.

Absences due to illness of staff members are to be reported to the department or administrative officer as soon as possible. Arrangements to insure the quality and continuity of instruction and/or service during the period of absence and the make-up of all cancelled classes must be approved by the Department Chairperson or Administrative Department or Division Head. Instructional department chairpersons shall report final arrangements to the Vice President for Academic Affairs.

Vacation Periods: Each instructor has the responsibility for meeting all his classes at regularly scheduled times. Particular attention should be paid to meeting this obligation prior to vacation periods, student "pressure" notwithstanding. A student choosing to be absent, does so with all the attendant risks and the instructor is not obligated to provide makeup opportunities.

Employment, Extra (Dual) Service:

Extra service (dual employment) is defined as work performed by an employee of one agency for another agency or by the employee at his regular agency beyond his normal required duties.

Extra Service requires advance approval from the employees' agency, the University's Central Office, and the Division of the Budget.

Such extra service is permissable only for persons with instructional titles for instructional activities.

Procedure:

1. The employee must request from his regular employer approval to perform the extra work.

2. If the work is to be performed at the regular employees agency the extra service payroll voucher must be processed.

3. If the work is to be performed at an agency other than the employees regular agency a UP 6 Personnel Form must be completed.

Note:

For advice on payments for consultants or honorarias see the statement on honorariums in this handbook.

Employment, Hours of Classified Positions:

The regular work day for personnel, subject to Civil Service regulations, is seven and one-half hours per day for clerical employees and eight hours per day for maintenance employees.

The regular work week is five days per week. However, as required from time to time, employees may be requested to work beyond the regular day or week. Such time worked will be either paid overtime or compensatory time as elected by the individual and as provided for in the appropriate rules and regulations.

The above defined work days are exclusive of meal time, but inclusive of the usual two rest breaks of fifteen minutes.

The specific starting and ending hours and meal time for each employee is subject to the supervisor's scheduling and the needs of the College. Reasonable variations within an office or department will be permitted subject to the supervisor's approval and the needs of the College.

Employment, Hours of Classified Positions, cont'd.

The usual office hours during the Fall and Spring semesters are from 8:00 a.m. until 4:00 p.m. Summer hours may be different subject to the needs of the College and supervisor approval.

Civil Service employees required to work on holidays or days in which the College is officially closed will only be those whose services are required for the effective operation of the College on that given day, as determined by the President or his designee. Due to the mission of the institution, the needs of the College may be different on different days; and thus a list of positions considered essential would not be appropriate. Nevertheless, the College, through the Supervisors, will notify all employees required to work on holidays in writing at least one week in advance of the scheduled holiday. Since emergencies may occur on holidays, management reserves the right to require such employees to work as may be necessary to deal with the emergencies.

Employment of Professional Staff - Instructional and Administrative:

No academic or administrative appointment, whether full or part-time, permanent or temporary, including all classes of student assistants, shall begin without a departmental recommendation when State funds are to be used. The only exception to this is the employment of persons on Temporary Service funds. See this Handbook (Temporary Service Employment) for alternate policy and procedure.

NO NEW EMPLOYEE SHOULD BE REQUESTED TO BEGIN EMPLOYMENT UNTIL FINAL APPROVALS HAVE BEEN RECEIVED.

Procedure:

1. Three copies of a Status Change Form (SCF) are to be prepared by the requesting department or office, and two of these are to be forwarded to the appropriate Vice President.

2. The SCF will, upon receipt by the respective Vice President, be reviewed and two copies sent directly to the Office of Business Affairs (OBA) Personnel Office for checking of the details affecting payroll records. The SCF must be fully completed.

3. Personnel will retain a copy of the SCF as checked and return the original to the Vice President with its check and any changes indicated within 24 hours, whenever practical. The need to hold will be communicated.

Employment of Professional Staff - Instructional and Administrative, cont'd.

4. The Vice President will then recommend the appointment to the President, except for graduate and student assistants. Upon Presidential approval the Vice President will prepare and send a letter of offer to the applicant.

5. Upon receipt of a signed acceptance, a copy of the signed acceptance will be sent to the Personnel Office to activate all other personnel papers. The Vice President will prepare and send all forms required to the University's Central Personnel Office. Any advance approvals necessary will be prepared by the President's Office and will precede the letter of offer.

IMPROPER PROCESSING MAY DELAY OR RESULT IN THE PERSON NOT BEING PAID.

Employment, Temporary Service:

All requests to employ persons on Temporary Service, from State Funds, must be made on the "Student Assistant Requisition" form.

No one should be asked to report to work unless the requesting department or office has received full approval. Emergency arrangements must be made in advance and may be conducted orally pending processing. These situations must be held to a minimum. Failure to properly process may result in the intended employee not being paid.

All charges are against the requesting office's account(s).

Only State University College at Geneseo students enrolled for a minimum of six (6) credit hours may be paid on the monthly Temporary Service payroll during the academic year (September - May). Graduating seniors are eligible for Student Assistant status until September 1 following their graduation. Bonifide students from other colleges and universities may be considered for summer positions when and if State University College at Geneseo students are not available for a position.

Procedure:

1. Secure proper forms from the Payroll Office, Erwin 218.

2. Complete as indicated on back of Student Assistant Requisition form. Refer to Student Assistant Policy manual which has been distributed to each department.

Fringe Benefits:

The Fringe benefit schedule for 1975-1976 as established by the State Comptroller and the Division of the Budget are shown in the table below.

These benefits represent the estimated liability of 32.43%.

Employees who elect Social Security must in 1976 pay 5.85% on the first $14,100 of salary.

The component parts of the 1975-76 rate are:

Retirement	22.84
Social Security	5.20
Health Insurance	3.32
Dental Insurance	.26
Workmen's Compensation	.46
Unemployment Insurance	.26
Survivor's Benefits	.09
Total	32.43

INSURANCE, CSEA LIFE AND ACCIDENT AND HEALTH

CSEA Group Life Insurance Program:

Members of the Civil Service Employees Association may participate in the low-cost Group Life Insurance Program available to members employed by the State. To qualify, one must become a member of the Civil Service Employees Association. One then qualifies for term life insurance which is dependent upon age at entry, your salary, and years of service. Further data is available in the Personnel Office, Erwin 218 (Extension 5616 or 5618).

Claims under the CSEA Plan are paid promptly. Payment of premiums is arranged conveniently by payroll deduction. Application forms are available from the Membership Officer, CSEA.

CSEA Accident-Health Insurance Plan:

This plan provides CSEA members with an opportunity to secure income protection against disability resulting from accident or sickness at a lower cost than they can arrange otherwise. Payment of premiums is arranged by payroll deduction.

INSURANCE, CSEA LIFE AND ACCIDENT AND HEALTH

CSEA Accident-Health Insurance Plan, cont'd.

The CSEA Accident-Health Insurance Plan pays a cash monthly indemnity during periods of sickness or accident disability regardless of whether or not the insured member is hospitalized. This differs from the benefits paid under the State Health Plan, which pays hospital, medical, and surgical bills incurred to the extent provided under the plan. The benefits of the CSEA Accident-Health Plan and the State Health Plan do not duplicate each other.

For further information, contact the Membership Officer of the Local CSEA Chapter. Claim forms must be secured through the Personnel Office and personally processed through the insurance carrier,

Ter Bush & Powell, Inc.
148 Clinton Street
Schenectady, New York 12301

INSURANCE, HEALTH AND DENTAL

Health Insurance:

There are two health insurance options available - the Statewide Plan (Blue Cross-Blue Shield and Major Medical) and the GHI Option (Blue Cross-GHI). These plans provide insurance against the cost of medical care. They have been designated to provide fullest protection for faculty and their dependents at the lowest possible cost.

Statewide: The Statewide Plan consists of three parts; Basic Hospitalization coverage provided by Blue Cross, Basic Surgical-Medical coverage provided by Blue Shield, and Major Medical coverage provided by the Metropolitan Life Insurance Company. The third part of the plan gives added protection not only against the heavy expenses of very severe and prolonged illness through an extension of the benefits provided by Blue Cross and Blue Shield but also includes partial reimbursement for other items of medical care not otherwise covered, such as doctor's bills for out-of-hospital treatment, services of specialists and consultants, special nurses, drugs and medicines, and other types of medical services.

INSURANCE, HEALTH AND DENTAL

Health Insurance, cont'd.

The GHI Option consists of two parts: Basic Hospitalization coverage provided by Blue Cross, and doctor's charges for surgery or hospital care paid by GHI according to the Schedule of Allowances. Under Extended Benefits Coverage, GHI will pay 80% of the covered expenses after a $50 family deductible is met each calendar year. Covered expenses are limited to prescription drugs, private duty nursing, private ambulance, oxygen, appliances and equipment.

Dental Insurance:

Group Health Dental Insurance, which is non-contributory, has made new provisions in the Dental Plan effective January 1, 1973.

In any calendar year there is a $50.00 deductible for Individual coverage and a $50.00 deductible per person with a maximum of $150.00 for Family coverage. If you have expenses exceeding this amount, you may file claims recovering 100% of G.H.I.'s maximum payment allowance over and above the original $50.00 or $150.00 deductible. The amount of deductible allowed for orthodontic work is $745.00 maximum.

For every newly appointed person enrolling in this plan, there is a six-month waiting period. Dental Insurance will become effective on the first day of the month following the completion of 6 months' employment. As was true before, which is now amended, present employees who have had more than 6 months service no longer are penalized and are no longer considered a late enrollee. They may enroll immediately.

Questions regarding Health Insurance and Dental Insurance should be referred to the Personnel Office, Erwin 218 (Extension 5616 or 5618).

NOTARY PUBLICS

Notary Publics are available on campus in the following offices:

Erwin 218	Mr. Howard Erwin
Erwin 202	Ms. Lora Harter
Schrader 30	Ms. Margaret Mishic
Erwin 218	Mr. Donald Lackey
Erwin 217	Mr. John Nickerson
Erwin 103B	Ms. Linda David
Erwin 116	Ms. Anna Kline
Erwin 105A	Mr. Richard Welch
Erwin 105	Ms. Geraldine Covell
Erwin 221E	Ms. Nancy Baker
Erwin 219	Ms. Susan Voorhees

Notary Publics, cont'd.

Their services are provided free of charge to members of the student body and the staff of the College.

Any person desiring this service is requested to call and make an appointment, except in cases of immediate emergency.

Whenever possible, students should request Notary Public services from Ms. Lora Harter, Office of the Vice President for Student Affairs, Erwin 202.

Policy and Procedure for Personnel Records Review:

Any employee may review his or her Personnel Record by indicating in advance a desire to do so. Record review by professional service employees shall be held in the appropriate Vice President's Office, while members of the classified service shall use the Personnel Office. Copies of non-confidential material in the Personnel Record may be made by the designated secretary in the appropriate Vice President's Office when the records are reviewed.

Request for Personnel Record review shall be made by notifying the designated secretary in the appropriate Vice President's Office (professional) or Personnel Office (classified).

The respective office secretary shall: (a) schedule the appointment; (b) obtain the appropriate record on non-confidential material; (c) return the record to the file in the Personnel Office after the employee has reviewed the record and signed and dated a sheet which indicates that a review was made.

The personnel record typically contains copies of personnel transactions, official correspondence with the employee and evaluation reports prepared by the College. The confidential section of the record contains materials such as letters of recommendation solicited in connection with the employee's employment. The confidential section shall not be available to employees or their representatives.

Release of Personnel Information:

1. A member of the College staff shall be informed immediately when an investigative agency requests information regarding his employment history.

2. No information will be released to such agency without the written consent of the employee and the consent of the College.

3. If the College cannot legally prevent the disclosure of information which either the College or the staff member deems confidential, the College shall provide the staff member with a complete copy of all the released materials.

Release of Personnel Information, cont'd.

4. Approvals of release of faculty personnel information shall be made a part of the employee's personnel file.

5. An initial or subsequent staff approval may be recinded at any time.

6. All such inquiries will be processed only upon written request.

Upon the first such inquiry for information, the staff member will be requested to indicate his wishes regarding the release of such information on the appropriate personnel form titled "Request for Release of Employment Information."

Salary Checks and Information:

Policy:

A. Instructional faculty have the option of being paid either on a ten or twelve-month basis. All other regular staff are paid on a twelve-month or twenty-six pay period basis. All persons will be paid bi-weekly on Thursday. Salary checks may be called for in the Bursar's Office of the Erwin Administration Building on alternate Thursdays.

B. Mandated Deductions: 1. Federal Income Tax. 2. New York State Income Tax. 3. Social Security Contributions (under present law, 5.85% on the first $14,100. Staff members are urged to keep current their W-4 and/or adresses. Appropriate forms are available at the Personnel Office.

C. Retirement (election of 1 of 3 plans - non contributory).

D. Optional Deductions: 1. State Health Insurance Plans. 2. Civil Service Employees Association Membership Dues. 3. CSEA term group life insurance premiums. 4. CSEA health and accident insurance premiums. 5. New York State Teacher's Association Membership Dues. 6. U.U.P. Dues. 7. United States Savings Bonds. 8. Disability Insurance (available after 3 years of service at no cost). 9. Tax Sheltered Annuity program. Can be elected once a year.

E. Payroll Check Issuance: 1. Regular State payroll checks are distributed every two weeks beginning on Thursday at 7:30 a.m. at the Bursar's Office in Erwin 103. 2. Temporary Service Payroll checks are distributed approximately on the 15th of each month. 3. Student Payroll checks are distributed approximately on the 15th of each month. 4. Faculty Student Association checks are distributed on the first Friday of each month for the preceding month's work.

Salary Checks and Information, cont'd.

E. Salary Adjustments: The salary adjustment dates are April 1 for classified personnel, July 1 for administrative personnel, and September 1 for faculty. Salary schedules for classified and unclassified personnel are found in the Appendix.

Procedure: (except for FSA checks)

Each employee is required to appear in person to sign for and receive his check. Identification may be requested.

Exceptions may be made as follows:

1. An employee may, in writing (signed and dated) authorize another person to secure his check. Such notice must be approved by a person in authority in Personnel or the Office of Vice President for Business Affairs and surrendered to the Bursar's Office. Identification may be requested of all such persons.

2. In special emergencies, if requested in writing and an addressed stamped envelope furnished, the Personnel Office will mail an employee's check to a single address. This exception is not intended to be on an ongoing basis.

Salary Schedule, Classified Excluding Security:

To be provided.

DEPARTMENT OF AUDIT AND CONTROL
BUREAU OF PAYROLL AUDIT
SALARY GRADE SCHEDULE FOR OTHER THAN SECURITY SERVICES NEGOTIATING UNIT
EFFECTIVE APRIL 1, 1974

SALARY GRADE	ANNUAL INC.	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	MAX. SALARY	1ST ADD. STEP	2ND ADD. STEP
1	$ 250	$ 5370	$ 5620	$ 5870	$ 6120	$ 6370	$ 6620	$ 6870
2	262	5585	5847	6109	6371	6633	6895	7157
3	275	5871	6146	6421	6696	6971	7246	7521
4	290	6148	6438	6728	7018	7308	7598	7888
5	305	6450	6755	7060	7365	7670	7975	8280
6	319	6811	7130	7449	7768	8087	8406	8725
7	332	7204	7536	7868	8200	8532	8864	9196
8	346	7616	7962	8308	8654	9000	9346	9692
9	362	8051	8413	8775	9137	9499	9861	10223
10	379	8523	8902	9281	9660	10039	10418	10797
11	396	9029	9425	9821	10217	10613	11009	11405
12	413	9546	9959	10372	10785	11198	11611	12024
13	431	10118	10549	10980	11411	11842	12273	12704
14	450	10714	11164	11614	12064	12514	12964	13414
15	469	11337	11806	12275	12744	13213	13682	14151
16	491	11983	12474	12965	13456	13947	14438	14929
17	516	12670	13186	13702	14218	14734	15250	15766
18	542	13404	13946	14488	15030	15572	16114	16656
19	567	14142	14709	15276	15843	16410	16977	17544
20	592	14880	15472	16064	16656	17248	17840	18432
21	618	15684	16302	16920	17538	18156	18774	19392
22	645	16538	17183	17828	18473	19118	19763	20408
23	673	17429	18102	18775	19448	20121	20794	21467
24	698	18369	19067	19765	20463	21161	21859	22557
25	728	19396	20124	20852	21580	22308	23036	23764

Salaries, Non-Teaching Professionals:

PROFESSIONAL RANK SCHEDULE, 1975-76

PR	Minimum	1st. Qtle.	Midpt.	Norm. Max.	Extra Max.
	$ 7,425	$ 8,650	$ 9,900	$14,734	$16,887
1	8,600	10,225	11,850	18,955	21,025
2	11,400	13.250	15,100	23,177	25,274
3	15,100	16,975	18,850	29,412	32,208
4	18,800	21,300	23,800	26,300	28,800
	(Ranks 5-8 unchanged from values established July 1973)				
5	21,945	25,020	28,065	31,110	34,180
6	26,330	29,925	33,525	31,120	40,715
7	32,315	36,515	40,670	44,490	49,065

Maximum Salaries for Academic Appointments 1975-76:

Effective July 1, 1975 the following maxima will be applicable to appointments of academic staff who join the University during the 1975-76 academic year.

Regular Faculty
(Academic-Year Obligation)

Professor	$36,793
Associate Professor	27,287
Assistant Professor	21,361
Lecturer	21,361
Instructor	15,433

Social Security:

Social Security, as used here, means the Old-Age and Survivor's Insurance System that is administered by the Federal Social Security Administration. It became available for State employees July 1, 1956.

An employee makes tax contributions to the Social Security fund during his working years. The State University contributes an equal amount.

Social Security provides payments to eligible retired or disabled employees and certain members of their families, or payments to their survivors.

For further information, contact the Personnel Office (Erwin 218).

Time-Off Requests:

All requests for time off which is to be charged to accrued overtime, personal leave, sick leave or vacation credits are to be submitted to the employee's supervisor on the Time-Off Request Form no less than twenty-four hours in advance, excepting emergency sick leave. Such emergency sick leave shall be reported on the same form as soon as reported by the employee. Such requests, other than sick leave, shall be approved within reasonable limits and promptly, giving due consideration to the needs of the College for continuity of service.

Such requests should be made as far in advance beyond twenty-four hours as is possible.

Procedure:

1. Complete the Time-Off Request Form as required.
2. Submit in duplicate to supervisor.
3. Upon approval, the employee will receive a signed copy of the request.
4. The supervisor shall file the original immediately with the Personnel Office (Erwin 218) and keep one copy.
5. Disapprovals shall be indicated with reason and a copy of the disapproval sent to the employee.

Time Sheets, Classified Service Personnel:

All classified service personnel are required to submit bi-weekly time sheets on the forms provided by the Personnel Office.

Procedure:

1. All time sheets must be signed in person by the supervisor. No rubber stamps and no initialed signatures will be accepted. Should an improperly signed time sheet be submitted, it will be returned to the supervisor with an appropriate comment. In the absence of the supervisor which will unreasonably delay the submission, arrangements must be made with the Personnel Office no later than the Monday following the last pay day.

2. All time sheets duly completed are to be submitted at the Bursar's Office each and every payday by handing them to the person issuing the pay checks. If a time sheet must be submitted later than at the time of picking up one's check, then they are to be sent or brought to the Personnel Office. (See item '1' above). Time accruals will be provided to employees on a twenty-eight day basis.

3. All time sheets will be date-stamped as received, whether at the Bursar's Office or at the Personnel Office.

4. The same procedures are to be followed in the special cases of shift-assigned personnel, except that the supervisor will submit all time sheets for which he is responsible in a group.

Workmen's Compensation:

If an employee is injured or disabled while he is on the job, he is protected by Workmen's Compensation.

Procedure: He should:

1. Get first aid and see a doctor.

2. Report the accident as soon as possible to the Personnel Office.

3. Fill out a claim for Workmen's Compensation as soon as possible.

4. Claims should be filed promptly. However, they may be filed within a two-year period.

If an employee needs to get more information about claims, inquire of the Personnel Office of the College (Erwin 218).

Honoraria, Payment of:

Departmental Chairpersons and Administrative Officers wishing to employ speakers, lectureres, or consultants on an honorarium basis must fill out and send a Status Change Form to the Office of Business Affairs. Such costs will be charged to the departmental or office account.

The Status Change Form, completed in triplicate, should indicate the name and home address of the recipient, social security number, amount of payment authorized, reason for engagement and the dates of the engagement. Please sign the form indicating account to be charged, clearly mark "Honorarium," and send two copies to the Business Office, Erwin 217.

If the honorarium to be paid exceeds $150, a complete justification must be attached, indicating dates that the service will be performed, a description of the service to be performed, the type and size of audience, and the rationale behind the amount of the honorarium. A regular State voucher should be signed by the person receiving the honorarium.

If the person engaged is a State Employee, no more than $40.00 per day or $100.00 per day, if an overnight is required, is permitted. Those employees will be paid through a payroll transaction.

Contractual Relationships:

A. General

All agreements and commitments which involve the use of College owned equipment, supplies, facilities and/or require the College to provide any nature of services shall be approved by the appropriate Vice President, and shall be processed through the Office of Business Affairs prior to execution. Executed copies of all such agreements shall be filed with the Office of Business Affairs.

No staff member of the College shall make arrangements or commitments in behalf of the College, directly or indirectly, with any vendor relative to purchase, contracts or services of any kind,* except through the Office of Business Affairs - Purchasing Office, and then only after the necessary authorization has been granted in writing by the respective campus department chairperson or appropriate administrative officer. All such intents to purchase material, equipment or services must be forwarded on the form entitled "Requisition - Purchase of Supplies and Equipment," bearing the necessary approvals to the Purchasing Office. Contractors are expected to affirm to an equal opportunity statement.

Individuals making unauthorized commitment of state funds may be required to pay the vendor with personal funds.

No person, except employees of the Receiving Department (Central Stores) may receive goods ordered by the College.

*This includes newspaper ads, subscriptions, items requested on a trial basis that later may become "confirming" purchases.

Contractual Relationships, cont'd.

B. Contracts With Outside Agencies For Equipment or Talent - Student Organizations

All contracts and arrangements (including verbal agreements) for equipment or talent on or off campus must be submitted to the coordinator of college activities for approval. All formal written agreements must be signed by the coordinator of college activities before they are considered official.

Purchasing:

All expenditures of state funds for the purpose of acquiring goods and/or services must be accomplished in accordance with the rules and regulations of (1) the New York State Department of Audit and Control, (2) the New York State Office of General Services, (Division of Standards and Purchase), (3) State University of New York and (4) State University College at Geneseo.

All acquisitions of goods and/or services, involving the use of state allocated money, must be processed on the forms provided and in the manner prescribed below:

1. The College's purchase requisition must be used.

2. Each requisition must be approved by the department chairperson or administration officer responsible for an account. No other signature will be honored.

3. Each requisition must be completed as indicated on the form. Only requests for supplies and/or equipment not available from Central Stores should be put on these requisitions. Please indicate the building and room in which the items will be used or generally stored. This information is used for inventory purposes.

4. When prepared, the department should send, by interoffice mail, the first three copies of the requisition directly to the Purchasing Department. Retain the yellow copy.

5. The third (green) copy will be returned within 24 hours to the department indicating the date received and requisition number assigned. The yellow copy may then be destroyed. Please use the assigned requisition number when making inquiries about the request.

6. As soon as a purchase order has been issued, the second copy (blue) will be returned to the department showing P.O. number and date, and actual cost, excluding shipping. The department may then destroy the green copy. Please use the assigned P.O. number when making inquires about the request.

Purchasing, cont'd.

7. When merchandise is received, the Receiving Department will deliver the items to the building and room designated and obtain an authorized signature acknowledging receipt of the goods. If you wish to have the items delivered to a location other than the room indicated for inventory purpose, you may indicate this at bottom of description space.

No one except Purchase Office Personnel is to enter into a contractual relationship with a vendor (see contractual relationships). The College will not assume any obligation for such arrangements.

Each requisition will be handled as promptly as the daily volume permits.

We recognize that "emergencies" occasionallly arise, and that special handling may be required. Contact the Purchasing Department for instructions regarding "emergency" purchases.

Do not purchase any items for College use directly from the College Bookstore, request such items first from Central Stores. If Central Stores does not stock the item, permission must be obtained from Purchasing before any purchases may be made at the College Bookstore.

For information regarding a requisition, call the Purchase Office both before or after submission.

No person, except employees of the Receiving Department, may receive any goods ordered by the College except those persons receiving items in a department being delivered by Central Stores.

Supplies, Office - Ordering:

All staple office supplies must be ordered by the departmental or administrative office from the "Office Supply Catalog" available from the Purchasing Office or Business Affairs. Items not carried in stock must be requisitioned separately (see Purchasing, Requisitions).

Each account will be charged for the supplies requisitioned from Central Stores by the Backcharging System or will have its Supply and Expense (S&E) Allocation charged when a requisition is approved and processed.

A supply of any item, in other than normal use quantity, should be ordered on a separate Purchase Order Requisition through Purchasing. Please call for assistance in such instances.

Supplies, Office - Ordering, cont'd.

Central Stores orders are to be made by completing the small machine card form available in the departmental office and sending it to Central Stores, Service Building, in the interoffice mail. Use more than one card if space is not adequate.

Those persons ordering for a non-local budget account such as a "research grant," etc., should enter the title of the grant in the space marked "Department" and leave the account number space blank. Put the grant number in the space marked "Grant No." The approved signature in such cases is the faculty member of the administrator responsible for the affairs of such a grant.

Repair Service:

All requests for repair of equipment are to be phoned to Business Affairs, Purchasing Division (Extension 5611). Do not make the calls directly to commercial companies.

The Purchasing Division will make the necessary arrangements for all office machine repairs.

In some instances, usually involving scientific or technical equipment, the Purchasing Department may authorize the Department to contact the vendor directly. Such authorization must be in writing.

Repairs, Office Machines:

All office machine repairs are to be handled by the Purchasing Office of Business Affairs. Each account will be charged for such repairs of office equipment when the machine is assigned to the account.

All such requests should be phoned into the Purchasing Office (Extension 5611). Do not make calls directly to commercial service companies.

Service maintenance contracts for office machines may be arranged through the Purchasing Division. Charges for such agreements will be made to the account to which the machine is assigned. Once established, such contracts will be automatically renewed each year unless written request to terminate the contract is made by the Department Chairperson or Administrative Officer to Purchasing.

Letterhead, Stationery:

All letterhead for official College use will be that as approved by the President.

All requisitioning for departmental letterhead and matching envelopes shall be forwarded to the Purchase Division of Business Affairs.

Charges for letterhead and envelopes will be against the individual departmental account.

Send a completed Central Stores requisition to Central Stores for non-departmental College letterhead stationery. Non-departmental general college stationery is available from Central Stores.

No payment will be made for any unofficial stationery or envelopes.

Equipment, Provision For:

All initially-required office, classroom, and service equipment is provided for a building through the allocation of Capital Equipment funds and results in no direct charge to the using department's operating budget allocation.

Subsequent acquisition of equipment may result from expenditures from the all-college account (Central Stores) or from departmental allocations. The all-college account will essentially be deployed to acquire general office and classroom equipment, such as student and staff desks, chairs, files, bookcases, bulletin boards, etc., subject to availability of funds and will result in no direct charge to the department.

Specific items necessary to the using account must be budgeted for, requisitioned by, and charged to that account.

Procedure:

1. Needs for general office and classroom are established in consultation with the respective Vice President and usually will require no direct account action.

2. Departments and office may, by the submission of a purchase requisition, request such general equipment.

3. Before processing for outside purchase, all such requisitions will be matched against existing stocks.

4. Should purchase be required, the requesting department will be contacted for approval for purchasing and charging to the account.

Property Insurance:

With the exception of the Residence and Dining Halls owned by the Dormitory Authority, motor vehicles and a few individual pieces of art, the facilities, equipment and property of the College are not insured, except as protected by the credit of the State of New York.

Personal property of individuals located on the campus is not covered for loss or damage through College insurance. Nor does the College carry a policy of liability insurance. Persons who bring items of personal property to campus should record essential information regarding such items, and where appropriate, obtain insurance. In the event such items are lost or stolen, the owner should contact the College Security Office.

TRAVEL*

Policy:

1. All official travel must be requested on the Travel Requisition, Approval and Expense form, which constitutes the request, and insures appropriate consideration.

2. Official travel must be authorized and coordinated to guarantee maximum use of cars and provide for necessary maintenance.

3. The Office of Business Affairs is responsible for State Vehicles.

4. Reimbursement for out-of-state travel will continue to be restricted to those who are scheduled for formal participation in professional meetings. Formal participation includes presentation of papers, membership on recognized panels, and officers of the sponsoring organization.

All requisitions for faculty out-of-state travel should be transmitted to the Office of the Vice President for Academic Affairs. Due to the depletion of the modest travel funds which are administered by the Vice President, all out-of-state travel approved by chairpersons and by the Vice President will be charged against departmental accounts. Due to the limited nature of departmental budgets, and to the high priority of the instructional program, close fiscal stewardship must be maintained in this area.

5. State University policy dictates that in order to qualify for reimbursement at the maximum allowable rate for personal care use, the employee requesting reimbursement must have placed a request for the use of a state car at least three days in advance of the trip starting date and have received a non-availability certificate from the Travel Clerk.

*See Memo from President MacVittie, 7 July 1975, to Faculty.

TRAVEL, cont'd.

DO NOT MAKE ANY DIRECT ARRANGEMENTS WITH ANY TRANSPORTATION OR TRAVEL AGENCY, AIRLINE, BUS COMPANY, OR OTHER TRANSPORTATION SOURCE WITHOUT PRIOR APPROVAL FROM THE OFFICE OF BUSINESS AFFAIRS.

6. State vehicles may not be used, under any circumstances, for personal needs.

7. State vehicles may only be operated by licensed College employees and in special cases by licensed students, when adequate supervision is guaranteed. Advance approval is required for student drivers.

8. NO PHONE CALLS TO HOLD CARS EXCEPT IN EMERGENCY.

Procedure:

1. All three copies of the Travel Approval and Expense form are to be sent to the Travel Office, Erwin 217, filled out as completely as possible. The travel clerk will complete additional items and make all necesaary arrangements, returning the blue and green copies to the traveler before the trip. This blue copy is to be carried by the traveler, with all data entered on it as one travels. This will expedite reimbursement, which takes about four weeks.

2. Travelers are urged to visit or phone the travel clerk, Erwin 217 immediately after traveling, to insure accurate reporting and reimbursement. The blue copy is to be returned <u>completely filled out</u> as to time, dates and accompanied by original receipts to the Travel Office.

3. An official voucher will have to be signed by the traveler upon the Travel Clerk submitting to the traveler the completed voucher.

4. Each vehicle is equipped with maps, flashlight, fire extinguisher, flares, first aid kit, window scraper, in a box in the trunk. A document folder consisting of: insurance and fleet identification cards, new operating manual with accident report forms and Thruway permit is in the glove compartment. These materials are to be left in the car unless needed. Travelers are reminded that despite the Thruway permit on the cars, the new rate required an additional cash payment in most instances. <u>Please request a receipt</u> for this additional payment and submit with other materials for reimbursement.

TRAVEL, cont'd.

5. When in the Albany area, use the State Garage located off Western Avenue for gas and oil needs or emergencies. See glove compartment for other State facilities for gas.

6. When travel involves room, meal, or other charges which are over the maximum allowable, please make this known to the travel clerk well in advance. Albany approval must be secured before final approval to travel is given.

   When calling for overnight reservations, first consult the yellow pages of your regular telephone directory for a possible toll free number listed as 800-XXX-XXXX.

7. For emergencies on campus, when the Travel Office is closed, please call the College Operator (245-5211), who in turn will contact the Security person on duty. In case of delay in returning from away, telephone the College collect, so that the next user will not be inconvenienced.

8. State cars should be returned to their own parking slot in the Service Parking Area.

Procedure: For Regular Pre-arranged Travel:

1. Submit in advance to the Travel Office a travel request, approval, and expense form obtained from the travel clerk in Erwin 217 - signed by the department or division chairperson.

2. When approvable, the blue copy of the request will be returned to you before traveling. When not approvable, you will be notified and alternate arrangements attempted.

3. Keys and other materials may be picked up at the Travel Office within 24 hours of departure and during office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

4. State cars are parked in the Service Group lot. One's personal car may be left in the State car space while travelling, if desired.

5. Return car to Service Group lot and lock the doors and close all windows. Return keys and mileage slip to the travel office within 24 hours, or to the key box on the Service Group loading dock.

6. Gasoline should be acquired from the Service Group facilities before departure if gauge shows less than full.

TRAVEL, cont'd.

Emergency Travel - Restricted Use Only:

1. Submit travel request in person directly to the Travel Office, and approval and arrangements will be expedited.

2. Keys and other materials will be issued simultaneously, if a car is available.

3. The car is to be picked up and returned as in regular travel.

4. All other regulations apply as noted herein.

Travel Allowances:

Board: $8.50 per day, including three meals, lodging tip, and other incidential expenses. The breakdown for meals is: Breakfast - $2.25, Lunch - $1.65, Dinner - $6.10 (including gratuities).

Lodging:* Lodging cost not to exceed $18.00 per night in New York City and the Counties of Nassau, Suffolk, Rockland, and Westchester; and not to exceed $13.00 per night elsewhere in New York State; and $18.00 out-of-state, plus $1.00 per night for overnight incidentals. Recent surveys of rate schedules indicate that some hotels and motels advertise lower rates, particularly during off-seasons. Travelers should take advantage of these off-season rates.

Travel Advance:

A limited amount of locally administered funds is available for advances.

Such funds are allocated to each Vice Presidential area. Advance approval is required.

Upon completion of each person's travel, prompt reimbursement of these advances must be made.

*Board in the New York City area and out-of-state is; Breakfast $1.50, Lunch $1.65, Dinner $6.85. The $1.00 overnight incidentals does not apply to out-of-state.

CENTRAL DUPLICATING

The College maintains a Central Duplicating facility in Room 1 of the Erwin Building for processing requests for duplication for official business. This is not a printing service.

All such requests must be submitted on the "Requisition for Central Duplicating" and signed by the Chairperson, Administrator or their secretaries. Prior to filing a requisition the requestor may call the Office of Business Affairs for advice (5611).

All work will be costed and recharged to the requesting department. Such recharges must be understood to be an integral part of an accounts' budget. Over-charges to a department must be borne by the regular Supply and Expense allocation of the department.

Procedure:

1. A yellow requisition form, available in Central Duplicating, completely filled out, must accompany material to be duplicated. Incomplete requests will be returned to the department or office.

2. Submit request form, material for copy and/or art work to Room 217, Erwin Building, for approval.

3. Please allow two weeks for work to be done (exclusive of Instructional Resources time). This is to allow Central Duplicating to schedule work so that deadlines may be met. Work may be completed sooner if time allows and the requestor notified.

4. ALL TRUE EMERGENCIES WILL BE SO TREATED. Any work that is camera ready (example: letters, forms, etc.) can be run in our quick-copy center in a day's time. In most cases the cost will be less than Xerox by your department.

5. Original copy must accompany request and should be saved for a repeat run at a later time. Duplicating cannot be done as effectively from copies.

6. Back-to-back work should be typed on separate sheets.

7. If colored ink is requested, additional time is required, refrain from such requests except in those cases where essential.

8. Collating can be handled by Central Duplicating if extra time is allowed. This time can be minimized if the requesting department can provide part-time help.

In the interest of economy, all work should be back-to-back and single spaced where possible.

CENTRAL DUPLICATING, cont'd.

Restrictions:

1. No student or student organization work will be handled.

2. Personal work will be handled on Xerox only subject to schedule and will be charged. Payment must be tendered before beginning. However, there are two copy machines in Milne Library for personal use.

3. The request form must carry the signature of the chairperson of that department or the secretary's signature.

4. Absolutely no typing of copy will be done by Central Duplicating, except where varityping is required.

5. Duplicating of copyrighted material should be carefully reviewed before proceeding.

6. Where a conflict occurs between two or more "rush" requests, Business Affairs, in consultation, will determine the priority.

Some Suggestions for Determining Which Process to Use:

Xerox:

1. When copying material from a book or magazine which cannot be taken apart.

2. When up to 10 copies are required of a few pages. When over ten copies are required for several pages a request should be filed for offset. Central Duplicating staff can advise in special cases.

3. In a true emergency, up to 25 copies of one page may be made, while the balance should be handled on the offset.

Offset:

1. Any original may be duplicated, or any xerox copy from book or magazine that is sharp and clear may be used.

2. Twenty-four hours is needed for most offset jobs in the quick-copy center. Large jobs, or those requiring extra work such as collating and stapling, should be given an extra day or up to two weeks depending upon the size of the job.

MAIL SERVICE

The College Mail Service is reserved for all official incoming and outgoing letters and packages. No employee of the College shall claim the College as their permanent address (excluding professional business mail) except such persons who have been authorized to live on campus. All others should notify the Federal Post Office of their personal home address and any changes therein.

Procedure:

A. Incoming/Outgoing Mail and Deliveries

1. Mail is delivered on campus twice daily between the hours of 9-10 a.m. and 1:30-2:30 p.m.

2. Mail Room hours (Fraser 9) are Monday through Friday 8 a.m. - 4 p.m.

3. Outgoing mail goes to the Post Office Monday through Friday at 3:30 p.m. Incoming mail is received 8:30 a.m. - 3:30 p.m.

4. Outgoing Post Office mail goes Monday through Friday at 11 a.m. and 6 p.m. Incoming Post Office mail arrives Monday through Friday at 8:30 a.m. and 2:30 p.m.

B. Central Office Mail - Mail for the University's Central Office is sent daily by the Campus Mail Service in a special pouch. No postage is required for each piece. Please identify such mailings as follows:

SUC Geneseo, N.Y. 14454	Central Office
Name Address (less street, city, state, zip)	

C. Forwarding - Persons going on leave are requested to make individual arrangements with the Federal Post Office for forwarding. Business mail received at the College will be forwarded only if appropriate advance arrangements are made with the Campus Mail Service.

D. Personal Mail - No personal mail will be handled except to return it to the sender or leave it in the departmental or administrative office.

MAIL SERVICE, cont'd.

E. General

1. Anticipated mailings to be sent at the bulk rate should be called to the attention of the Mail Room prior to their needing to be mailed for information on preparation and arrangements for mailing.

2. The sender's name or department should be placed in the upper left corner of the envelope, in all cases, to expedite the return of undelivered mail. If not, the Mail Room will open such mail and then return it.

3. Large amounts of mail for any one department may be placed in a large inter-office envelope or rubber-banded and marked to the department for distribution.

4. Special Handling should either be marked on the envelope or a note attached giving the instructions. If in doubt, please call the Mail Room. Mail in manila envelopes, not to go third class, should have its class marked on the envelope.

5. Mail for people who have left the College will be sent to the department where they worked. It should be forwarded to their new address by the department. First Class mail is forwarded with no charge. Third Class mail is sent postage due, to be paid by the recipient. Mail should be forwarded each day as it is received. Simply cross out the address and add the new one to each piece of mail and return to the Mail Room.

6. We will appreciate knowing immediately of any difficulties encountered. Occasionally, for reasons of illness or holidays, mail may be delayed.

F. Student Mail Services

1. Stamped mail destined for students is delivered by the Post Office to the several residence halls daily except Sunday. Such mail for nonresident students is delivered to the College Mail Room in the Fraser Building.

2. Stamped and unstamped Campus Mail for student organizations is delivered to the College Union by the Campus Mail Service.

3. Campus Mail, unstamped, for on-campus residents is delivered once daily to each residence hall by the Campus Mail service.

MAIL SERVICE, cont'd.

4. Campus Mail for off - campus students is placed in mail boxes in the College Mail Room in the Fraser Building.

5. Such mail intended for residence halls and commuting students should be placed in white envelopes and marked "CAMPUS MAIL" unless it is a large quantity of mail. If the latter case, then sort and label for each residence hall and mark "For Distribution."

6. There are Federally provided mail boxes for stamped mail in various locations on campus. Campus Mail should not be placed in these boxes at any time, as this mail is not sorted in the Geneseo Post Office, but goes directly to Rochester where it is sorted.

Faculty, Staff, Alumni Identification Cards:

Identification cards for faculty, staff, and alumni will be issued yearly by the Office of Vice President for Business Affairs.

The holder may be required to show the card for College purposes upon demand and is to be surrendered upon leaving the College.

Cards will be issued with the first fall pay check each and every year or to each employee thereafter within the year, as is required.

Lost cards should be reported to the Office of Vice President for Business Affairs, Erwin 208 (Extension 5601). Duplicates will be issued as required and so marked.

Memberships:

The College annually subscribes to institutional membership in selected educational and related organizations.

Recommendations and approval to subscribe is submitted by the respective Vice Presidents annually. All costs of such memberships are borne by the all-College account.

Other non-institutional memberships may be engaged in by a department or administrative office, subject to the approval of the chairperson or administrative officer, and are chargeable to the respective account. These charges are against the account's supply and expense allocation.

Memberships, cont'd.

Procedure:

1. All such requests must be submitted to the Purchase Division on a purchase requisition form.

2. Cancellations of memberships are to be forwarded in memorandum to the Director of Purchasing well in advance of the renewal date.

Equipment, Inventory:

State regulations obligate the College to institute and maintain an all-College inventory of equipment. The College began its inventory in 1967, and the data has been committed to a computerized system. A similar system has been developed for Faculty-Student Association and Research Grant acquisition.

The Business Affairs State system is based, in the case of new buildings, on the original purchase orders and the space to which originally assigned. In other buildings wherein equipment is both new and old, it will be inventoried where it is at the time of inventory. Any given piece will remain assigned to such space, once tagged, until a formal assignment change has been requested by a department chairperson and approved by the Office of Business Affairs. Each piece has a serially-numbered decal affixed and will also be marked indicating it as property of the College. Staff members are encouraged not to bring personal equipment on campus without notifying the Office of Business Affairs. Where such a practice is necessary, we ask that each person keep, in his possession, proof of ownership. The volume of equipment and money involved makes this endeavor mandatory for good fiscal management.

It is essential that no equipment be moved, after it is inventoried, without processing a departmentally approved change card that may be obtained from 208 Erwin Building.

Equipment, Off-Campus Loans:

The only State-owned equipment that may leave the campus is that which is required to directly affect the instructional or service programs of the College. Equipment charged out for such purposes shall be the responsibility of the instructor or other supervisory personnel.

A student may charge out equipment, subject to departmental approval, only while he is a duly registered member of a class, wherein the item is normally used and the appropriate sign-out procedure, now in effect, is followed.

Equipment, Off-Campus Loans, cont'd.

The policy and procedure herein suggested are intended to cover all equipment or other items borrowed from a given department, which were initially acquired by the College by the expenditure of regular State funds or by funds resulting from State, Federal or private grants. Not included are those items purchased by other funds except as the item is now owned by the College, such as a work or art of a class gift and, in addition, all Milne Library materials even though purchased by State funds.

Although the procedure is intended to cover primarily those items removed from the building in which they are normally housed, each area may use its discretion for those items charged out of a given room to be used in another room within the same building.

In each case of such a loan, three copies of the form are to be prepared. One carbon copy goes to the borrower and two copies are to be kept by the faculty member or chairperson. Should it be necessary, one of these is to be sent to the Office of Business Affairs when a charge is to be assessed or when the department is unable to reach the borrower within a reasonable period after the return date. In such cases the reverse side of the form is to be completed. Business Affairs will take care of the required notification of charge. As with other like obligations, records will be held until full restitution has been made.

Such monies as are collected will be held in a special account for purchase of replacement items. The Purchase Division will work directly with the particular department in each case.

Should damage or loss occur, the Office of Business Affairs, upon notification from the department involved, will proceed to assess the damage and/or the cost of replacement and to order repairs and, where necessary, the replacement. Such repairs and/or new ordering shall be accomplished through the facilities of the Faculty-Student Association. Collections of monies due shall also be handled by the FSA in a separate agency account. All such monies, and subsequent equipment requisitioned, shall become and remain the property of the College.

Equipment, Use:

Policy:

1. The use of State-owned equipment provided to the College, shall be approved so as to provide maximum availability of such equipment for the primary activities of the instructional, research activities, and administrative programs of the College whether such programs, in whole or in part, are conducted on and or off campus.

Equipment, Use, cont'd.

2. Approved usage shall provide, by procedure, for appropriate record keeping, preventive maintenance, inventory control and repair or replacement and such charges for repair or replacement beyond normal wear as may be deemed necessary.

3. Approvals shall be made by the respective department chairperson, building supervisor, or administrative officer as required and utilizing, where required, those forms as may be developed.

4. Such charges, as may be levied, shall be against the individual, the College account or grant as appropriate.

5. All on or off-campus use of instructional equipment by faculty, administrators, or staff, and students or groups of same shall be the responsibility of the department chairperson or administrative office, as appropriate, when such equipment is to be removed from its normal-use location.

6. All on or off-campus use of non-instructional equipment by faculty, administrators, staff and students, or groups of same, shall be the joint responsibility of the department chairperson or administrative officer and the Office of Business Affairs.

7. All off-campus use of instructional or non-instructional equipment by other than faculty, students, staff and administrators shall be limited to those groups or agencies which are directly or educationally related to the programs of the College. Such usage shall be approved by the Office of Business Affairs in consultation with the appropriate campus department or office. If such use is to be on campus as a result of facility use then the appropriate department or office shall give the approval.

8. No approval shall be given to requests for usage received from commercial sources.

9. Charges for damage incurred, beyond normal wear, shall be billed to the user.

10. All equipment loaned in accordance with the above statement shall, each year unless the specific loan arrangement indicates otherwise, be returned to the department or office from which loaned prior to the last day of the given years' second semester examination schedule.

Telephones - Centrex Service:

The entire College, including student phones in the residence halls, is interconnected by a campus-wide Centrex system with its own separate exchange, 245-XXXX. Both incoming and outgoing calls are dialed direct, without going through the College switchboard.

All changes in telephone service are arranged through the Office of Business Affairs, subject to the approval of the Vice President for Business Affairs. No one else may make any arrangements with the telephone company, and no 243-XXXX (Geneseo exchange) phones may be installed on campus. The only exceptions are coin telephones, and temporary installations provided for and by construction companies.

Faculty are provided with one instrument per office, sharing one line between two or three offices. If three offices share one line, or if two offices are not adjoining, buzzers are provided; telephones in two adjoining offices do not have buzzers.

Every item of telephone equipment is back-charged to the using budget account. In each case, these charges are kept to a minimum monthly figure consistent with the efficient functioning of the instructional or administrative office involved.

Please study the detailed Telephone Instructions in the front of the current Staff Directory, and the following page of this handbook.

The Rochester line, dial '4' XXX-XXXX, should be used whenever possible. Except in extreme emergencies, wait for the line to be free, rather than incurring the expense of a long-distance call. Use of this system significantly reduces the charges to the College's budget.

Service failures should be reported to 5631; if no answer, to 5210.

Requests for changes in telephone service are made on Form CX-44. Blanks are available in Erwin 217-D, or by dialing 5631. Requests must be signed by the Department Chairperson, and sent to the Centrex Office. The request will be priced and returned for final approval. After it has been countersigned and returned, it must be approved by the Vice President for Business Affairs.

Please dial 5210 for information. Dial '0' only in an emergency.

A record should be kept of each long-distance call, in order to check the monthly bill when it is sent to the Department Head for approval.

Telphones - Long Distance Calls:

The College receives a separate monthly bill for each Centrex line to which a long-distance call has been charged. These bills are sent to the Department Chairperson or administrative officers, with CX-24 approval forms attached, which are to be returned to the Centrex Office. At the same time, the bills are charged to the corresponding budget accounts. Therefore, it is essential that long-distance calls be charged to the correct number. When the operator cuts in and asks for your number, give the approved number for your area.

All long-distance calls are either state-purpose (i.e. chargeable to State University budget account) or personal (i.e. reimbursable to the St). Since long-distance calls are billed tax-free to the College by the phone company, "personal" calls made in behalf of a tax-exempt entity such as a Federal grant, Research Foundation project, etc. may be charged to Centrex phones, in order to avoid the tax which would be imposed if they were charged to a residence phone. Such calls must be reimbursed immediately upon receipt of the bill. NO OTHER CALLS MAY BE CHARGED TO COLLEGE PHONES.

Procedure:

Be sure to study the instructions in the front of the Staff Directory before making any long-distance calls from a College phone.

All calls for a given Department should be charged to the Chairperson's phone number, regardless of which line is actually used to make the call. Simply give the operator that number when she asks; do not mention the number from which the call is being made. If the Department Chairperson or Administrative Office has more than one line, all calls should be charged to the first line of the group.

NEVER charge a long-distance call to the College's main number. Such calls are traced by the phone company and recharged to the number from which the call was originally made. Collect calls to the College must be made to the correct extension; the switchboard does not accept collect calls.

By special arrangements with the Centrex Office, tax-free calls which are going to be reimbursed on a regular basis, and which require a separate bill in order to obtain reimbursement from the sponsoring agency, may be charged to a designated number. In most cases, reimbursable tax-free calls are charged to the Chairperson's number, and become a partial payment of the total bill.

Telephones - Long Distance Calls, cont'd.

With rare exceptions, person-to-person calls should be avoided. Please note the comparative rate schedules in "Call Guide 3" in the front of the local telephone directory. If you mistakenly dial 9-0 instead of 9-1, you will automatically incur the operator-assisted rate, even though you intended to make a station-to-station call. Hang up and dial again.

The CX-24 slips which are attached to the long-distance bills should be returned within five business days, as directed at the bottom of the form. DAK "deny all knowledge" credits which are requested after the deadline has expired cannot be allowed, and the calls will remain charged against the Department's budget account.

It is the responsibility of each Department to maintain accurate records of all long-distance calls made, so that it can identify errors and substantiate the claim for credit which the Centrex Office will file with the telephone company. Failure to recognize or remember a long-distance call when the bill is presented is NOT sufficient justification for claiming a DAK credit.

Guest Room Reservations:

The College maintains guest rooms in the College Union and Steuben Hall, which are managed by the Associate Dean for College Activities officed in the College Union.

These rooms may be reserved, in advance, for official College guests, candidates for positions, temporary consultants and employees of the State other than College employees.

Regular College employees and students and personal guests of employees and students may not use these facilities.

Reservations may only be for a single occasion not to exceed seven days, but may be extended by a separate subsequent reservation.

New York State Lodging requests will be accepted for non-College State employees and candidates.

Payment shall be in advance when lodging requests are not used.

Procedure:

1. Reservations requests must be made to the College Union Office (5851).

2. The College Union Office will confirm the reservation by Campus Mail when possible, otherwise the confirmation will be by telephone.

Guest Room Reservations, cont'd.

3. Cancellations should be phoned to the College Union as soon as such fact is known.

4. Keys may be picked up one day in advance of the guest's arrival.

Notes:

1. The charge per night is $6.00 per person.

2. Maid service is provided; except on Saturdays, Sundays and holidays.

3. Linen is changed daily Monday through Friday.

4. Rooms are made up only between 9:00 a.m. and 11:00 a.m.

5. Check-out time is 1:00 p.m. on the last day.

6. If leaving before Monday at 8:30 a.m. and after 4:00 p.m. on Friday any lodging requests must be submitted to the College Union Office before 4:00 p.m. on Friday.

7. Specific information for each guest will be found in each room and is to be left in the room upon departure.

Statement on Campus Governance by Chancellor Ernest Boyer:

In the light of recent challenges to the basic structural elements of the University, I join with the Faculty Senate in reaffirming the validity of governance as the appropriate and organic process for the involvement of constituent groups in campus decision making. By this statement, University faculty, staff and administration are reminded of the charge contained in the 1972 Master Plan that

> The governance arrangements within the University will be increasingly clarified and improved methods of consultation will be developed to reflect the need for effective governance based upon widespread participation . . .

Since these challenges go to the very heart of the University, it is appropriate to underscore the traditional legal framework which establishes and protects University governance.

The Education Law established the Board of Trustees and charges it with the responsibility for and conduct of the University. The Trustees, in turn, have promulgated Policies that represent a constitution which provides basic principles of policy and organization.

Statement on Campus Governance by Chancellor Ernest Boyer, cont'd.

These Policies vest authority in the Chancellor of the University and in Campus Presidents and legally establish governance as the appropriate vehicle for the involvement of all constituents: faculty, staff, administration and students. In this regard, the Policies accord official recognition to the close interrelation between the exercise of the legal authority of the President and his obligation to accept constituent participation through governance.

Article X of the Policies, among other provisions, empowers and directs the faculty to develop bylaws for the conduct of its affairs. Substantive actions taken in the course of that conduct are advisory upon the President and are a recognition of his legal authority. Furthermore, those provisions of bylaws concerning consultation -- how, when and where the President consults with his faculty -- are subject to his approval. It is understood, of course, that bylaws often contain procedures for consultation among faculty in addition to provisions for presidential consultation with faculty. The latter only is (spoken to) in Article X.

When the President accepts provisions of local bylaws concerning consultation, the Trustees, through Article X, and the Chancellor respect this endorsement and these provisions become, thereby, part of local policy and must provide a reliable framework for campus governance. In this regard, a President is expected to adhere to policies which he has accepted for his administration.

Since governance must remain responsive to changing conditions on each campus, the validity of bylaws rests firmly upon the continuing confidence in which they are held. Bylaws, once approved, should not be used to require adherence to outmoded or bad practice by either the faculty or the President. The campus community must remain ready to recognize legitimate objections to practices or procedures which no longer adequately meet the needs for which they were designed. In order for governance to operate effectively, provisions must exist in each set of bylaws to permit the President and any constituent included in the governance vehicle to initiate review and modification when bylaws fail to command the confidence of those who are expected to observe them.

Bylaws are the manifestation of the University's commitment to governance. They have their legal basis in authorization by the Board of Trustees and their effectiveness results, in the most practical sense, from the confidence they enjoy in the campus community. If governance is to survive, it must draw strength from its success in meeting the needs for which it was designed. It must not rely upon external forces. Its validity is adequately supported in the legal recognition of governance by the Trustees Policies as essential to the proper conduct of a University.

THE CONSTITUTION

AND BY-LAWS OF

THE FACULTY OF

STATE UNIVERSITY COLLEGE OF ARTS AND SCIENCE

GENESEO, NEW YORK

All well-operated institutions of higher learning in these days provide for their various constituent elements to participate in the development of policy. Both instructional and administrative faculty must have an important part to play in establishing curricula of quality, as well as in extending knowledge through research and other creative endeavors. In the community of scholars which comprises higher education, the administration is another constituent element. It is of the utmost importance for faculty, students, and administration to understand the responsibilities each has to the other and the absolute necessity of uniting to fulfill the purposes for which the institution was created.

This does not mean that conflict will not occur, but it will be decreased if the purposes of the institution and the importance of self-governance in the college community are kept steadfastly in mind.

The kind of organizational pattern that a community selects can either help or hinder the institution in meeting its responsibilities. The sole purpose of a Constitution and By-Laws is to assist in affecting sound operation. In American higher education today, the type of governance framework depends on the college's mission, the resources it has available, the size of its faculty and student body, and the breadth of its program.

Here at Geneseo we have developed an organizational plan which allows us to care for our instructional and research duties and, at the same time, insures that each individual has the opportunity to participate fully in the furthering of our academic purposes. In 1970-71, a Faculty Committee consisting of Dr. Virginia Kemp, Dr. Donald Watt, Dr. John Deutsch, and Mr. Richard Hale did a very thorough and creditable job of revising the original Constitution and By-Laws. This revised document was approved by the Faculty in October 1971 and was finally implemented during the academic year 1972-73.

In my judgment, this revised document will provide the entire college community with the opportunity to study, discuss, and participate in the development policy. Such participation is vital for any institution seeking to meet its commitments in higher education. Our commitment to colleague governance has remained strong and functional since the creation of our initial Constitution in 1965.

Robert W. Mac Vittie
President

July 1973

P R E A M B L E

The Constitution and By-Laws have been developed so that the faculty of the State University College of Arts and Science at Geneseo shall have responsibility for the fomulation of College policy after maximum consideration by both teaching and administrative faculty and students. The Constitution and By-Laws provide a plan for the government of the College which conforms to the legal requirements of the State University of New York, the policy of the Board of Trustees of the State University of New York, and the local College Council, and recognize the principle of delegated responsibility.

THE CONSTITUTION OF

THE FACULTY OF

THE STATE UNIVERSITY COLLEGE OF ARTS AND SCIENCE

GENESEO, NEW YORK

ARTICLE I: NAMES OF THE GOVERNING BODIES OF THE FACULTY

The names of the governing bodies of the faculty of the State University College of Arts and Science at Geneseo, New York, shall be the Faculty, the Standing Committees of the Faculty, and Faculty Senate.

ARTICLE II: PURPOSES AND POWERS OF THE GOVERNING BODIES

Section 1: The Faculty. The faculty shall be the assembly of the teaching and administrative faculty.* It shall be empowered to ratify constitutional amendments, to decide matters brought to it by referendum, and to decide matters referred to the faculty-at-large by the President of the College or by the Faculty Senate.

Section 2: Standing Committees of the Faculty. The Standing Committees of the Faculty shall consist of the committee enumerated in ARTICLE III of this Constitution, and the membership and powers of each shall be as described therein. The Standing Committees of the Faculty shall be responsible to the Faculty through the Executive Committee of the Faculty Senate and through the Faculty Senate.

Section 3: The Faculty Senate. The Faculty Senate shall be the representative governing body of the Faculty. It shall be empowered to recommend policy relating to matters dealing with faculty affairs, student affairs, undergraduate academic affairs, graduate academic affairs, and any other matter of general faculty concern not coming within the purview of one of the Standing Committees of the Faculty; to discuss and express its views on any matter deemed to be of general College or University interest; to make recommendations on any such matters to the President of the College, the College Council, the University Chancellor, the University Board of Trustees, the University Senate, or any other

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*For the purposes of this Constitution the phrase "teaching faculty" refers to faculty whose primary responsibility lies within an academic department or division of the College. Excluded from the teaching faculty are those chairmen and Deans who have 12 month appointments and occupy administrative budget lines. The phrase "administrative faculty" refers to faculty, including Student Affairs, whose primary responsibilities do not lie within an academic department or division of the College.

appropriate individual or body; and to organize itself with officers elected every year chosen from teaching Faculty members with ten month contracts.

ARTICLE III: STANDING COMMITTEES OF THE FACULTY

Section 1: Committee on Nominations and Elections

a. Membership: The membership of the Committee shall consist of five members of the teaching Faculty elected by the Faculty. Election of membership shall take place each year on or before October 1 from a slate composed of nominations by the existing Nominations and Elections Committee and from the floor. The five candidates receiving the highest number of votes cast shall be elected for a one-year term. The Committee shall elect its own Chairman. Re-election of any member shall be possible.

b. Functions: The Committee shall prepare and submit a slate of two or more candidates for each elective office, elective Faculty or Faculty Senate Committee position or other elective position, including every three years the office of State University Senator, at a time and place designated by the Chairman of the Faculty Senate with the advice and consent of the Executive Committee. The Committee shall submit an annual report of its activities and recommendations to the Executive Committee of the Faculty Senate.

Section 2: Committee on Faculty Research

a. Membership: The membership of the Committee shall consist of six members of the teaching Faculty appointed by the Faculty Chairman with the advice of the Executive Committee and the consent of the Faculty Senate. No two of the members shall be from the same department. Three members shall be appointed each year for two year terms. The Committee shall elect its own Chairman from among the members of the teaching Faculty. Re-appointment of any member shall be possible.

b. Functions: The functions of the Committee shall be to encourage faculty research and disseminate research information; to request and receive faculty applications for College funding of research projects; to procure budget support for research activities that would permit released time for faculty; to obtain research assistants, secretarial help, supplies, and equipment; and to be advisory to the Vice President for Academic Affairs in the selection of teaching Faculty who shall receive released time and/or funding from College sources. The Committee shall submit to the Executive Committee of the Faculty Senate an annual report of its activities and recommendations.

c. Procedures: All faculty proposals for College funding of research projects will be forwarded through the Department Chairman to the Committee. The Committee, after appropriate consultation with the Chairman, outside consultants or such other persons as it deems appropriate, shall recommend action with respect to such proposals to the President of the College. All proceedings shall be confidential, and only approved proposals will be publicly announced. The Faculty Research Committee shall, in its sole discretion, allocate funds available to it for distribution for research purposes. All procedural guidelines, proposal submission dates, award announcement dates, and other general information shall be published annually.

Section 3: Committee on Admissions

a. Membership: The membership of this Committee shall consist of six members of the teaching Faculty, no two of whom shall be from the same department, the Director of Admissions or his deputy, and three students. The members of the teaching Faculty of this Committee shall be appointed by the Chairman of the Faculty Senate, with the advice of the Executive Committee and the consent of the Faculty Senate. Two members of the teaching Faculty shall be appointed each year for a term of office of three years. Three students shall be appointed by the Undergraduate Student Government for a specified term of office. The Committee shall elect its own Chairman from among the members of the teaching Faculty. Re-appointment of any member shall be possible.

b. Functions: The functions of the Committee shall be to meet at the beginning of each academic year to discuss the admissions policies of the College and to submit to the Executive Committee of the Faculty Senate such policy recommendations as it deems appropriate on the basis of experience and anticipated enrollment trends; to participate in meetings with the staff of the Office of Admissions on a continuing basis throughout the year; and to decide upon "committee cases," i.e., individual admissions cases where, in view of the Director of Admissions, the applicant's credentials for admission are marginal. The Committee shall submit to the Executive Committee of the Faculty Senate an annual report of its activities and recommendations.

Section 4: Committee on Academic Standards

a. Membership: The membership of the Committee shall consist of eight or more members of the teaching Faculty, no two of whom shall be from the same department. The members shall be appointed in September by the Chairman of the Faculty Senate with the advice of the Executive Committee and the consent of the Faculty Senate; and one representative of the Undergraduate Academic Affairs Committee to serve as a member of the Committee. The Dean of Instruction, a representative of the Vice President for Student Affairs, and a

representative of the Director of Admisions shall serve as non-voting advisors. Each member's term shall be from October 1 through September 30. The Chairman of the Committee shall be elected by the Committee from the membership. In order to ensure continuity, the Chairman for each succeeding year shall be elcted by the incumbent Committee from among its academic members, and who shall be automatically re-appointed. Re-appointment of any member shall be possible.

b. Functions: The functions of the Committee shall be to act in an advisory capacity to the Vice President for Academic Affairs in all matters dealing with academic standards. With respect to cases involving possible dismissal of students for academic reasons as may be submitted to the Committee from time to time, detailed records of decisions, voting and reasons for dismissal shall not be kept. With respect to such cases, the Committee shall reach one of three decisions which shall be forwarded to the Vice President for Academic Affairs: (1) student dismissal; (2) student reinstatement provided he meets certain conditions; or (3) inability to reach a recommendation. The Committee should be advised if any of its decisions are overruled.

Section 5: Committee on Professional Standards and Ethics

a. Membership: The membership of the Committee shall consist of twenty members of the teaching Faculty appointed by the Chairman of the Faculty Senate with the advice of the Executive Committee and the consent of the Faculty Senate. The term of office shall be one year. The members appointed to the Committee shall be selected on the basis of academic experience and shall be representative of all professional ranks.

b. Functions: When cases involving alleged misconduct or incompetence in the performance of the teaching responsibilities of a member of the teaching Faculty arise, a panel of five members of the Committee shall be selected. The Chairman of the Faculty Senate shall appoint three of the members and shall designate one of the three to serve as Chairman. The remaining two members of the panel shall be selected by lot from among the remaining members of the Committee. Allegations may be brought against a faculty member on account of alleged miscondut or incompetence in the performance of his teaching responsibilities by a student, a member of the teaching Faculty, or an administrator, and shall be heard by the panel, provided the procedures as hereinafter provided are adhered to.

c. Procedures: The procedures of this Committee shall be approved by the Faculty Senate, and shall be published annually.

Section 6: Committee on Faculty Personnel

a. Membership:

1. Five members, elected at large.
2. Each member must have continuing appointment and hold the rank of Professor on the teaching Faculty.
3. No Committee member may be a Department Chairman.
4. The Committee Chairman shall be elected by the Committee members.

b. Selection of Committee Members:

1. The Committee on Nominations and Elections shall receive two at-large nominations from each department, from the School of Library and Information Science, from the Division of Educational Studies, and from the Holcomb Campus School. At least one of these nominations must be a qualified candidate from outside the department, division, or school. These nominations shall represent each department's estimate of the two faculty members on this campus meeting the conditions set forth in "a" who are best qualified to make recommendations on matters of promotion, continuing appointment, and renewal of term appointment.
2. Only the names of the six faculty members receiving the most nominations will be placed on a ballot; no more than one nominee shall be from a single department. The required number of new members receiving the most votes in an election at-large shall serve on the Faculty Personnel Committee. Quorum requirements specified in the Constitution shall be in effect. If any elected member declines Committee service, he shall be replaced by the nominee standing next in the balloting.
3. The three Committee members receiving the most votes in the first election shall serve a two-year term. The remaining members shall serve a one-year term. All terms thereafter shall be for two years. Committee members who resign during their term of office shall be replaced by nominees who in the previous election stood next highest in the balloting. Terms of appointment shall begin on September 1 and end on August 31.
4. The first Committee shall begin its term in the Fall of 1973. Subsequent Committees shall be selected in the Fall semester of each academic year.

c. Functions and Responsibilities:

1. The Committee shall act on:
   a. All cases when a Department Chairman and/or Committee have recommended a member of the teaching Faculty for promotion and/or continuing appointment.
   b. Any case in which an individual Faculty member (in his own case), a Department Chairman, or a Department Committee asks in writing for the Committee's review and recommendation regarding promotion, continuing appointment, or renewal or term appointment.
2. In all cases under review, the Committee will require access to materials submitted in support of a recommendation for promotion, continuing appointment, or renewal of term appointment. The materials shall include a personal data sheet prepared by the candidate in support of his/her case. The Committee shall consider only material which has been made available to the Vice President for Academic Affairs, and which has been released in writing to the Committee by the candidate. Material in support of promotion, continuing appointment, and renewal of appointment should be submitted to the Committee within two two weeks after recommendations from the established channels are received in the Office of the Vice President for Academic Affairs.

3. The Vice President for Academic Affairs and the Committee should meet prior to recommendations being forwarded to the President.
4. After receiving a candidate's data and consulting with the Vice President for Academic Affairs, the Committee shall submit its written recommendations simultaneously to the President, the Vice President for Academic Affairs, the Department Chairman and the Department Committee, and to the candidate under review.
5. A quorum of the Committee shall consist of four members. In the event of a tie vote, five votes will be required.

THE FACULTY SENATE

ARTICLE IV: MEMBERSHIP

Section 1: The Faculty Senate shall be composed of 85 to 100 members as described below. When the membership drops below 85 or rises above 100, the Executive Committee or an ad hoc committee appointed by the Executive Committee shall recommend a revision of the formula for determining membership in Section 7, Part b. This revision must be approved by the Faculty Senate.

Section 2: The duly elected representative of the Faculty to the State University Senate shall be a Senator by reason of his office.

Section 3: The officers of the Faculty Senate shall be members of the Faculty Senate by reason of office.

Section 4: The President of the College, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Dean for Graduate Studies shall be members of the Faculty Senate by reason of their offices.

Section 5: The administrative Faculty shall be represented in the Faculty Senate by eight Senators who shall be elected by secret ballot of the administrative Faculty for two-year terms. One-half of the administrative Faculty Senators shall be elected each year.

Section 6: Seventeen representatives of the student body shall be members of the Faculty Senate and shall enjoy full parliamentary rights within the Faculty Senate. Three of the student representatives shall be graduate students and shall be selected by the Graduate Student Government. Fourteen shall be undergraduate students and shall be selected in a manner established by the Central Council (or whatever alternate student government apparatus is established).

Section 7: The teaching Faculty of the College shall be represented on the following basis:

a. There shall be sixteen Senators elected at large by secret ballot, eight of whom shall be elected from members of the teaching Faculty who shall have completed more than six years professional employment at the College and eight of whom shall

be elected from the members of the teaching Faculty who shall have completed from one to six years of professional employment at the College. One-half of Faculty Senators in each category shall be elected every year. In each annual election, which shall take place prior to the end of the Spring Term, the four candidates for each category receiving the highest number of votes cast by the Faculty shall serve two-year terms. Each Faculty Senator shall be eligible for re-election.

b. Each College Department (including the Campus School and the School of Library and Information Science as departments) shall be represented in the Faculty Senate according to the following formula: Departments with one to ten voting members shall be entitled to one Faculty Senator, Departments with eleven to twenty voting members shall be entitled to two Faculty Senators, Departments with twenty-one or more voting members shall be entitled to three Faculty Senators. Each Departmental Faculty Senator shall have a two-year term and shall be elected by his department prior to the end of the Spring Term.

Section 8: Each Faculty Senator (including student representatives) shall normally have one, but not more than one, Faculty Senate Standing Committee assignment. Any Faculty Senator who also is a member of a Standing Committee of the Faculty may request not to serve as a member of a Standing Committee of the Faculty Senate.

ARTICLE V: OFFICERS

Section 1: The officers of the Faculty shall be the Chairman, the Vice Chairman, the Secretary, and the Treasurer. They shall also serve in these capacities for the Faculty Senate.

Section 2: The Secretary and Treasurer shall be elected as specified in Section 4 to serve one-year terms. These terms shall expire on May 31. Any vacancy in either of these offices shall be filled by appointment by the Chairman with the consent of the Executive Committee. Re-election is permissible.

The term of office of the Chairman shall expire on May 31, unless the incumbent shall have become Chairman after the start of the Spring Semester of that year, in which case it will expire on the May 31 following. Any vacancy in the office of Chairman, whether at the expiration of the term of office or at any other time shall be filled immediately by the incumbent Vice Chairman.

Any vacancy in the office of Vice Chairman shall be filled by election as specified in Section 4.

Section 3: The University Senator, elected as in Section 4, shall be considered an officer of the Faculty and representative officer to the

Faculty Senate. The Alternate University Senator shall be the person receiving the second highest number of votes. The term of office for the University Senator and the Alternate shall be three years and shall expire on May 31, with re-election possible. The Alternate University Senator shall act in the absence of the University Senator only on matters described in ARTICLE VI, Section 5 of this Constitution. Any vacancy in the office of University Senator shall be filled immediately by the Alternate. Any vacancy in the office of Alternate shall be filled by election as in Section 4.

Section 4: Election to the offices as specified in Sections 1, 2, and 3 shall be by secret ballot by the highest number of votes cast by the Faculty from a slate prepared by the Committee on Nominations and Elections. Elections shall be held not later than May 1 for vacancies occurring through expiration of term of office. Elections to fill vacancies occurring at other times shall be held within the first two weeks that the College is in session following the occurrence of the vacancy.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: The Chairman. The Chairman of the Faculty Senate shall preside at all meetings of the Faculty Senate, all meetings of the Executive Committee, and all general Faculty meetings not called by the President of the College. He shall prepare and circulate agenda for meetings. He shall circulate agenda of Faculty Senate meetings to the Faculty prior to all meetings of the Faculty Senate. He shall represent the Faculty at appropriate College functions. The Chairman of Standing Committees shall be appointed by the Faculty Chairman with the advice of the officers and the consent of the Senate, and shall be members of the Teaching Faculty. He shall appoint, with the advice of the Executive Committee and the consent of the Senate, members of the teaching Faculty to the Academic Standards Committee, the Admissions Committee, the Research Committee, the Professional Standards and Ethics Committee, and the Academic Services Committee. He shall be responsible for the publication of the procedures of the Standing Committees of the Faculty and of the Faculty Senate.

Section 2: The Vice Chairman. The Vice Chairman shall, in the absence of the Chairman, preside at meetings of the Faculty Senate, the Executive Committee, and the Faculty, and represent the Faculty at appropriate College functions. He shall assume responsibility for the establishment and maintenance of a full and permanent record of all policies established by the Faculty Senate. He shall assume responsibility for all duties delegated to him by the Chairman.

Section 3: The Secretary. The Secretary shall take the minutes of the Executive Committee of the Faculty Senate, of the Faculty Senate, and of those general Faculty meetings at which the Chairman presides. The Secretary must publish the full minutes and distribute them to the entire Faculty promptly.

Section 4: The Treasurer. The Treasurer shall be accountable for the receipt and distribution of all the funds of the Faculty and shall submit an annual written report to the membership of the Faculty Senate showing all receipts and expenditures of the academic year, June 1 to May 31. The current Treasurer shall present to the Faculty a summary of receipts and expenditures in writing prior to the submission of the following year's budget, and such report shall date from last accounting of funds to the Faculty. A voucher system shall be used with the Chairman or Vice Chairman signing vouchers for expenditures over $100. Expenditures of over $100 shall also require a majority vote of the Senators present at a Faculty Senate meeting.

Section 5: The University Senator. The University Senator or his Alternate shall represent the Faculty at all meetings of the University Senate and shall serve as the spokesman for the views of the local Faculty in all University Senate meetings. The University Senator or his Alternate shall keep the Faculty informed as to all business of the University Senate and shall report regularly on proposed items or resolutions before the University Senate.

Section 6: The Officers of the Faculty Senate shall not serve as Chairmen or members of the Standing Committees of the Faculty Senate.

ARTICLE VII: MEMBERSHIP OF THE EXECUTIVE COMMITTEE

The membership of the Executive Committee of the Faculty Senate shall be comprised of the following:

Section 1: The Chairman, the Vice Chairman, the Secretary, and the Treasurer.

Section 2: The Chairmen of the Standing Committees of the Senate.

Section 3: Two members of the administrative Faculty appointed to the Executive Committee by the President of the College from the roster of Administrative Faculty Senators.

Section 4: The University Senator.

ARTICLE VIII: DUTIES OF THE EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall receive all reports of all Faculty Senate Committees and must include such reports on the agenda of business to come before the Faculty Senate.

Section 2: The Executive Committee shall apportion the business of the Faculty Senate to the appropriate Standing Committees of the Faculty Senate.

Section 3: The Executive Committee shall appoint ad hoc committees from the total Faculty as the need may arise for consideration of matters not appropriate to the Standing Committees of the Faculty Senate.

Section 4: The Executive Committee, on the recommendation of the Treasurer, shall submit to the Faculty Senate a budget estimate for general faculty functions and shall recommend voluntary remittances for the enusing year, June 1 to May 31.

Section 5: The Executive Committee, when a special meeting is consistent with the purposes of the Faculty Senate, shall call special meetings of the Faculty Senate pursuant to a majority vote of the Executive Committee, or a petition of 10% of the Faculty Senate or 10% of the total Faculty.

Section 6: The Executive Committee, through its members who are Chairmen of the Standing Committees of the Faculty Senate, shall receive reports of Faculty Senate Committee activities and conduct a continuing review of Committee work.

Section 7: The Executive Committee, through the Chairman of the Faculty Senate, shall receive reports of the activities of the Standing Committees of the Faculty and shall conduct a continuing review of the work of the Faculty Committees.

Section 8: The Executive Committee shall advise the Faculty Chairman on Nominees to fill vacancies in the roster of at large teaching Faculty Senators, elected members of the Standing Committees of the Faculty, Secretary, and Treasurer, and appointed members of the Standing Committees of the Faculty. Nominations to fill such vacancies shall be submitted to the Faculty Senate for its approval. The appointees shall serve the remainder of the specific term of office.

Section 9: The Executive Committee, by a majority vote of its members, shall have the authority to hold a referendum on any matter of concern to the Faculty Senate or general Faculty. The referendum shall be an expression of Faculty opinion and shall not bind the Faculty Senate or the Faculty to the expressed opinion.

Section 10: The Executive Committee shall be consulted by the President of the College or other appropriate administrative officer on all administrative appointments above the level of Assistant Dean. This consultation shall occur prior to the appointment of an individual to fill the position.

ARTICLE IX: STANDING COMMITTEES OF THE SENATE

Section 1: Committee on Undergraduate Academic Affairs

a. Membership: The membership of the Committee shall include at least sixteen Faculty Senators; of this total at least three administrative Faculty Senators shall be appointed by the President of the College and at least thirteen teaching Faculty

Senators shall be appointed by the Faculty Chairman, in consultation with the officers of the Faculty. Six of the undergraduate student Senators shall be appointed by the Chairmen of the Central Council to serve as voting members of the Committee. The Chairman shall be named by the Faculty Chairman from among the teaching Faculty members of the Committee. The term of office for the Chairman and Committee members shall be one year. Re-appointment of the Chairman and members of the Committee shall be possible.

b. Functions: The functions of the Committee shall be to transmit to the Executive Committee of the Faculty Senate its recommendations relating to undergraduate curricula, academic policies and standards. The Chairman shall meet with the Chairman of the Graduate Academic Affairs Committee to consider every recommendation affecting both the graduate and undergraduate curricula, policies and standards of the College. At the request of either Chairman, a joint meeting of the two Committees shall be convened and chaired by the Chairman of the Committee requesting the joint meeting. Recommendations approved at the joint meeting of the two Committees shall be referred to the Executive Committee.

Section 2: Committee on Graduate Academic Affairs

a. Membership: The membership of the Committee shall include at least thirteen Faculty Senators; of this total, at least two administrative Faculty Senators shall be appointed by the President of the College and at least eleven teaching Faculty. Senators shall be appointed by the Faculty Chairman, in consultation with the officers of the Faculty. Two graduate student Senators shall be appointed by the Graduate Student Government to serve as voting members of the Committee. The Chairman shall be named by the Faculty Chairman from among the teaching Faculty members of the Committee. The Chairman and all teaching Faculty members of the Committee shall possess earned doctor's degrees and/or shall normally teach graduate courses. The term of office for the Chairman and Committee members shall be one year. Re-appointment of the Chairman and members of the Committee shall be possible.

b. Functions: The functions of the Committee shall be to transmit to the Executive Committee of the Faculty Senate its recommendations relating to graduate curricula, academic policies and standards. The Chairman shall meet with the Chairman of the Undergraduate Academic Affairs Committee to consider every recommendation affecting both the undergraduate and graduate curricula, policies and standards of the College. At the request of either Chairman, a joint meeting of the two Committees shall be convened and chaired by the Chairman of the Committee requesting the joint meeting. Recommendations approved at the joint meeting of the two Committees shall be referred to the Executive Committee.

Section 3: Committee on Student Affairs

a. Membership: The membership of the Committee shall include at least thirteen Faculty Senators; of this total, at least two administrative Faculty Senators shall be appointed by the President of the College and at least eleven teaching Faculty Senators shall be appointed by the Faculty Chairman, in consultation with the officers of the Faculty. The Chairman shall be named by the Faculty Chairman from among the teaching Faculty members of the Committee. The term of office for the Chairman and Committee members shall be one year. Re-appointment of the Chairman and members of the Committee shall be possible.

b. Functions: To consult with students on problems relating to faculty-student relationships, viewed broadly as problems of concern to the Campus Community, to work with other student committees on matters which affect faculty and students and which overlap the boundaries between the specific responsibilities of the Student Affairs and other Committees, and to recommend to the Executive Committee of Senate such policies as it may consider advisable. The Chairman shall meet with the Chairman of the Faculty Affairs Committee to consider recommendations affecting both Faculty Affairs and Student Affairs. To assist in the resolution of any type of student complaint and, in particular, to serve as a source of information, consultation, and mediation for students such that, in many cases, formal grievance procedures need not be initiated. At the request of either Chairman, a joint meeting of the two Committees shall be convened and chaired by the Chairman of the Committee requesting the joint meeting. Recommendations approved at the joint meeting of the two Committees shall be referred to the Executive Committee.

Section 4: Committee on Faculty Affairs

a. Membership: The membership of the Committee shall include at least thirteen Faculty Senators; of this total, at least two administrative Faculty Senators shall be appointed by the President of the College and at least eleven teaching Faculty Senators shall be appointed by the Faculty Chairman in consultation with the officers of the Faculty. Two of the undergraduate student Senators shall be appointed by the Chairman of Central Council to serve as voting members of the Committee. The Chairman shall be named by the Faculty Chairman from among the teaching Faculty members of the Committee. The term of office for the Chairman and Committee members shall be one year. Re-appointment of the Chairman and members of the Committee shall be possible.

b. Functions: To recommend to the Executive Committee of the Faculty Senate general policy relating to the professional affairs of the faculty; general policy on criteria for promotion and tenure of teaching Faculty. The Chairman shall meet with the Chairman of the Student Affairs Committee to consider recommendations affecting both Student Affairs and Faculty Affairs. At the request of either Chairman, a joint meeting of the two Committees shall be convened and chaired by the Chairman of the Committee requesting the joint meeting. Recommendations approved at the joint meeting of the two Committees shall be referred to the Executive Committee.

Section 5: Committee on Budget

a. Membership: The membership of the Committee shall include at least thirteen Faculty Senators; of this total, at least two administrative Faculty Senators shall be appointed by the President of the College and at least eleven teaching Faculty Senators shall be appointed by the Faculty Chairman in consultation with the officers of the Faculty. The Chairman shall be named by the Faculty Chairman from among the teaching Faculty members of the Committee. The term of office for the Chairman and Committee members shall be one year. Re-appointment of the Chairman and members of the Committee shall be possible.

b. Functions: To conduct a continuing study of the College budget; to maintain liaison for suggestions on budgetary affairs from the Faculty to the Administrative Officers responsible for the College budget. The Chairman of the Committee shall represent the Faculty at the budget hearings in Albany.

ARTICLE X: MEETINGS

Section 1: Regular meetings of the Executive Committee shall be scheduled by the Chairman of the Faculty Senate every week during the academic year from September to June while the College is in session.

Section 2: Regular meetings of the Faculty Senate shall be scheduled by the Chairman of the Faculty Senate with the advice and consent of the Executive Committee at least once each month from September to June.

Section 3: Special meetings of the Faculty Senate or of the Faculty, when such a meeting is consistent with the purposes of the Faculty or of the Senate or is petitioned by 10% of the Senate or of the total Faculty, shall be called by the Chairman of the Faculty Senate with the majority vote of the Executive Committee.

Section 4: Meetings of the Faculty may be called by the President of the College at his discretion.

Section 5: Meetings of the Executive Committee, Faculty, Faculty Senate, Faculty Senate Committees, and Faculty Committees shall be open to the Faculty, administration, support staff, and students unless declared executive sessions by majority vote of the respective bodies.

ARTICLE XI: CHANGES IN BY-LAWS

Section 1: Proposals for additions or changes in the By-Laws of the Constitution of the Faculty shall be submitted in writing to the Chairman of the Faculty Senate and must be supported by a majority vote of the Executive Committee or by petition of 10% of the total Faculty. After receiving such proposals, the Chairman of the Faculty Senate shall promptly present them to the Faculty for its consideration and vote.

Section 2: Revisions and additions to the By-Laws of the Constitution of the Faculty shall be enacted by a majority vote of the members of the total voting Faculty who shall have voted, subject to quorum requirements in ARTICLE III, Section 3 of the By-Laws of the Constitution of the Faculty. Voting shall occur no sooner than one month following the original presentation of the proposals to the Faculty by the Chairman of the Faculty Senate. Upon enactment, proposals shall be incorporated in the By-Laws of the Faculty Constitution and become immediately effective.

A referendum on the interpretation of any provision of the Constitution of the Faculty and/or By-Laws may be called for by a majority vote of the Executive Committee or by a petition from 10% of the members of the Faculty. A referendum calling for reversal of a Senate decision may be called for by a majority vote of the Executive Committee or by a petition from 10% of the Faculty. A vote on any referendum may be taken no sooner than one month following the original presentation to the total Faculty. A referendum is passed when it is approved by a majority vote of the members of the total voting Faculty who shall have voted, subject to quorum requirements imposed by ARTICLE III, Section 3 of the By-Laws of the Constitution of the Faculty.

ARTICLE XII: AMENDMENTS

Section 1: Proposals for amendment of the Constitution of the Faculty may be made at anytime by an ad hoc or other committee appointed by the Executive Committee for the purpose of proposing amendments to the Constitution. Such proposed amendments need only be accepted by the Executive Committee before being presented to the Faculty. They shall be voted on by the Faculty one month after the original presentation.

Section 2: Proposals for amendment may be submitted in writing to the Chairman of the Faculty Senate by any member of the Faculty, provided the proposal is supported by petitions of 10% of the Faculty. The Chairman of the Faculty Senate shall submit proposals to the vote of the Faculty at a time and place determined by him, with the advice of the Executive Committee and consent of the Faculty Senate, but no sooner than one month after the original presentation of proposals to the Faculty.

Section 3: Enactment of amendments to the Constition shall require a majority vote of the members of the Faculty who shall have voted, subject to quorum requirements imposed by ARTICLE III, Section 3 of the By-Laws of the Constitution of the Faculty. Enactment of amendments may be by a mailbox ballot or by vote of the Faculty at a Faculty meeting. If a mailbox ballot is used, it must be preceded by an announced open hearing for the purpose of discussion of the proposed amendments. The Secretary's report of this hearing shall be distributed to the Faculty prior to voting.

BY-LAWS OF

THE CONSTITUTION OF

THE FACULTY OF

STATE UNIVERSITY COLLEGE

GENESEO, NEW YORK

ARTICLE I: ELECTION

Section 1: Elective Officers

a. Eligibility of Members

1. Members of the teaching Faculty shall be eligible for election to an elective office of the Faculty Senate.

2. Administrative Faculty are not eligible for election to an elective office, nor for election as University Senator, nor for election as Chairman of any of the Standing Committees of the Faculty or Standing Committees of the Senate.

b. Vacancies

1. Vacancies occurring in the Senate departmental membership shall be filled by election from the department in which the vacancy occurred.

2. A vacancy occurring in the administrative Faculty Senate membership shall be filled by appointment by the President of the College.

3. All vacancies in the Senator-at-Large membership shall be filled by appointment by the Executive Committee with approval by the Faculty Senate. The appointee shall serve the remainder of the academic year.

Section 2: Elective Procedures

a. Presentation of the Slate of Officers

1. One month before the annual election, the Committee on Nominations and Elections shall present a slate of nominees for Vice Chairman, Secretary, and Treasurer. The Committee shall also prepare a slate of nominees for Senators-at-Large at the designated time requested by the Executive Committee.

2. The Chairman of the Faculty Senate shall call a general meeting of the Faculty at which time the report of the Nominating Committee shall be presented; a nominee must have consented to run for office before his name is added to the slate.

3. The slate of officers shall be published in the Faculty Senate by the Secretary of the Senate at least two weeks before the annual election.

b. Time of Election

1. General elections shall take place annually, no later than May 1.

2. The time of election shall be determined by the Chairman of the Faculty in concurrence with applicable provisions of the Constitution and the By-Laws of the Faculty.

c. Balloting

1. Voting in elections shall be by secret ballot.

2. The preparation and distribution of the ballots shall be the responsibility of the Chairman of the Faculty Senate.

3. The procedure of counting ballots and announcing the results of the elections shall be determined by the Executive Committee of the Faculty Senate, in accordance with accepted parliamentary procedure.

Section 3: Taking Office

A member officially elected to office shall take office on the June 1 immediately following his election. A meeting of the incoming Faculty Senate shall be held prior to June 1, at which time Committee assignments of Senators shall be confirmed for the coming year.

Section 4: Election of Senators

a. Senators-at-large shall be elected not later than May 1 by secret ballot by a simple majority of those eligible and voting according to the quorum requirements of ARTICLE III, Section 3 of the By-Laws of the Constitution of the Faculty.

b. Senators representing Departments shall be elected by a method selected by the department. This election shall take place after the election of at-large Senators and not later than May 15.

ARTICLE II: APPOINTMENTS

Section 1: The Recording Secretary shall take minutes of the Faculty Senate meetings and general Faculty meetings and give a transcript of the minutes to the Secretary of the Senate.

ARTICE III: QUORUM

Section 1: The quorum requirement for voting in the Faculty Senate shall be a majority of the Faculty Senate membership.

Section 2: The quorum requirement for voting in the Executive Committee shall be two-thirds of the Committee membership.

Section 3: The quorum requirement for the Faculty voting shall be one-third of the Faculty membership. This quorum requirement shall apply to matters pertaining to the Faculty budget; consitutional or by-law amendments; election of officers of the Faculty, University Senator, and Senators-at-large; and referenda.

ARTICLE IV: CONDUCT OF BUSINESS

Section 1: The business of the Senate shall be conducted in accordance with the provisions of the Constitution and By-Laws of the Faculty.

Section 2: All conduct of business in the Faculty Senate, not otherwise provided for in the Constitution and By-Laws of the Faculty, shall be in accordance with Rules of Order, Revised by Roberts.

Section 3: The Chairman of the Executive Committee of the Faculty Senate shall appoint a qualified member of the Faculty Senate to act as Parliamentarian.

Section 4: Any vote in the Faculty Senate, or in the Standing Committees of the Faculty or the Faculty Senate, shall be by secret ballot if requested by at least one member.

Section 5: In cases of necessity, the Standing Committees of the Faculty or the Faculty Senate shall have the authority to meet during the months of June, July and August and shall recommend any necessary policy. Any policy so recommended by a Standing Committee of the Senate or of the Faculty shall not become effective until it receives approval by the Faculty Senate.

ARTICLE V: REMOVAL

Section 1: The elected officers of the Faculty can be removed for cause upon a two-thirds majority in an open ballot vote of the Faculty Senate. Vote for removal shall take place only after specific charges in writing have been given to the Officer charged and that Officer has been given an opportunity to make a defense. A vote for removal may be reversed by a majority vote of the Faculty.

RULES CONCERNING THE SENATE

Place and Time of Meetings

The Chairman of the Faculty shall decide the time and place for meetings of the Senate.

Attendance

1. Attendance will be taken at all Senate meetings by the Sergeant at Arms.
2. Senators shall not send substitutes to the Senate.

Voting

1. All Senators, Officers, and student members of the Senate present at Senate meetings may vote. The Chairman of the Senate may reserve the casting of his vote until the announcements of the results, at which time, he may vote in order to break or create a tie.
2. The Senate shall pass its normal business by majority vote. A "majority vote" means a majority of those votes cast, not of those present.

Communication

1. The mover of a resolution or substantive motion in the Senate shall submit a copy in writing to the Secretary to be read at the time of the vote.
2. Matters considered to be of a confidential nature will be included in the official minutes but, at the discretion of the Chairman and Secretary, may be deleted from the published minutes.

Transmittal to the Administration

1. All motions passed by the Senate that propose to clarify, establish, or change college policies must be transmitted to the appropriate administrative officer. A copy of such motions shall be sent to the Office of the College President.
2. The above communication shall be done in writing by the Chairman of the Faculty ordinarily within four days after the action.

Submission of Business to the Senate

1. To insure more adequate consideration, business will be considered in the Executive Committee or in the Standing Committees before being placed before the Senate.
2. Items of business should be submitted to the Chairman of the Faculty in writing three days prior to the Senate meeting.
3. Matters of importance should be delivered to the desk of the Chairman of the Faculty in person or through a colleague.

4. The usual order of business for a parliamentary group will be used.
5. New Items of business will appear on the Senate Agenda in the order received. However, the Chairman, with the consent of the Senate, may create an order of business according to the relevancy of the subjects.
6. Motions to consider items not on the agenda should be restricted to emergencies.
7. The agenda should be appropriately announced.
8. In case of an emergency demanding immediate action by the President of the College, business may move directly to a Standing Committee or to the Executive Committee for its opinion.

RULES CONCERNING THE COMMITTEES

Place and Time of Meetings

1. The Chairman of the Faculty shall decide the time and place for meetings of the Executive Committee.
2. Chairmen of Standing Committees will call their meetings at a time and place most convenient for the members of the Committee.

Attendance

1. The minutes of the Executive Committee and the Standing Committees will carry the names of those who are present.
2. Senators shall not send substitutes to Standing Committee meetings.
3. A Chairman of a Standing Committee, if unable to attend a meeting of the Executive Committee, may send a Committee member to represent the Committee at an Executive Committee meeting. He may also appoint a Chairman for his Committee when he is unable to attend.
4. An administrative representative to the Executive Committee may send an Administrative Senator as a substitute.
5. The attendance of a simply majority shall be be required for acting upon business.

Initiation of Business

1. Any Faculty member, as defined in the Senate University Personnel Policies, may refer a matter to a Senator or to the Chairman of the Faculty. The Senator may refer the matter in writing to the Chairman of the Faculty for assignment to the appropriate Committee.
2. Any Faculty member may refer a problem to a Chairman of a Standing Committee.
   a. If clearly within its province, the Committee may proceed, informing the Executive Committee of the topic and its source.
   b. Doubtful areas must be cleared through the Chairman of the Faculty.
3. Students should channel business through their Central Council, their representatives on the Standing Committees of the Faculty Senate, or the Chairman of the Faculty.

Level of Functioning of the Committees

1. The Standing Committees will conduct their appropriate routine business within the policies of the College.
2. The Standing Committees may provide appropriate sub-committees.
   a. The Chairman of any sub-committee shall be a member of the parent Standing Committee.
   b. The sub-committee is responsible to the parent Standing Committee.

Com[illegible]cation

1. Sub-committees of the Standing Committees of the Senate
   a. The charge to the sub-committee shall be specified in writing. This charge and the membership shall be reported to the Executige Committee.
   b. When the sub-committee has started a certain direction of study, the Faculty will be notified through the Standing Committee Chairman's report to the Executive Committee. Sub-committee Chairmen shall be responsible for keeping the Standing Committee Chairmen informed. Interested Faculty members are encouraged to attend the Committee meetings at which policies are being formulated.
   c. Each sub-committee should report its recommendations to the parent Committee in writing and give in writing the reasons for its recommendations.
2. Secretaries of Standing Committees of the Senate
   a. Each Standing Committee shall choose a member to act as Secretary for the preparation and distribution of minutes.
   b. The Secretary of each Standing Committee will be responsible to see that a copy of the minutes is printed in the Faculty Senate.
3. Chairmen of Committees of the Senate
   a. The Chairman of each Standing Committee or sub-committee is responsible for announcing the time and place of regular meetings in the Faculty Senate.
   b. The Committee Chairmen shall place significant parts of agenda in the Faculty Senate so that contributions of interested Faculty may affect policies at the Committee level.
   c. The Chairman of each Standing Committee shall promptly inform the Executive Committee of New Business. Reports to the Executive Committee will highlight the more important parts of the Committee minutes and keep the Executive Committee and Faculty informed as to the work of the sub-committees.